

ADMIRALS COVE BEACH CLUB
SHELTER RESERVATION REQUEST

Reservation Date Requested _____
Planned Function _____ Time Requested _____
Member-in-Good Standing: _____
Admirals Cove Street Address or Parcel No. _____
Contact for Reservation: _____
Mailing Address _____
Phone No. _____ E-mail _____
<i>Member Signature</i> _____
Enclose a payment for \$75 (\$45 Rental Charge and \$30 refundable Cleaning Deposit)

SHELTER RENTAL INCLUDES: access to the open air and enclosed gazebo area, picnic area, grills, horseshoe pit, one of the two fire pits, and the restroom at the east end of the pool building. Other ACBC members may use the beach, playground and remaining fire pit concurrently.

SHELTER POLICY

- **Only a complete reservation form, with the combined \$75 fees, will hold a reservation.**
- **Only ACBC members in good standing are allowed to rent the shelter.**
- Forms and fees must be received no later than two weeks prior to reservation date request.
- Members in good standing may reserve dates up to one year in advance.
- Cleaning deposit (\$30) is returned if the shelter is adequately cleaned and all trash and recycling has been removed at the end of the rental day.
- Shelter rental is on a first paid, first reserved basis.
- Cancellations made more than 30 days ahead of a reservation will have their fees returned.
- Cancellations made less than 30 days ahead of a reservation will only have the cleaning deposit returned.
- An ACBC owner member or designated responsible adult must be present during shelter rental.
- Any and all damages done to the facility are the responsibility of the member renting it.
- Events at the shelter will end no later than 10 pm.

SEE PG. 2 FOR

- Contact information
- Reservation Availability
- Reservation Instructions
- Temperature Control

<u>For ACBC Office Use Only</u>	<u>Initial</u>
Date Received _____	_____
Member in good standing ___ Yes ___ No	_____
Contacted: ___ Approval ___ Disapproved	_____
Rental Check No. _____ Amount: _____	_____
Warrant Submitted – Date _____	_____
Damage Deposit (\$) Returned _____	_____

ADMIRALS COVE BEACH CLUB

P.O. Box 366 – Coupeville, WA 98239-8366

SHELTER RESERVATION REQUEST

SHELTER COORDINATOR

Steven K.

Contact email: comms@acbc-whidbey.org

Title Email: Shelter Reservation Request

RESERVATION AVAILABILITY

- The Shelter is available to rent anytime it is not in use for ACBC business of functions. Monthly Board meetings are usually held at 6:30 pm on the third Thursday of each month.
- Dates available for Shelter use may be found at the Shelter or on our webpage, www.acbc-whidbey.org Under the “CALENDER” tab.
- The Board reserves the right to refuse a reservation if the use is deemed not suitable.
- Members can sponsor rentals for Board authorized business, fraternal or religious groups.

RESERVATION INSTRUCTIONS

- The Reservation Form can be downloaded from our www.acbc-whidbey.org website. Under the “BEACH CLUB INFO” tab, select the “SHELTER/WIFI” tab, and click on “Shelter Rental Form”. You may also request a form by mail from the above address, or pick one up at any Board Meeting.
- **Return the completed reservation form with the \$75 rental/cleaning deposit to the address at the top of this page for processing. Check or Money Order preferred, we cannot accept credit or debit cards.**
- Arrangements for picking up the Shelter key at the Shelter should be made thru the Shelter Coordinator, approx. one week prior to the event. E-mail the coordinator at comms@acbc-whidbey.org.
- Keys must be returned to the Shelter Coordinator at the Shelter by arrangement no later than 48 hours after the event.

Note: As stated in the **ACBC STANDING RULES**, rental rates are subject to change at any time.

TEMPERATURE CONTROL

If heat is needed, adjust the thermostat on the pole in the center of the room. Simply select the desired temperature as you would at home. Fan operation is automatic and will cycle on an off as necessary. **Do not make any adjustment or changes to the settings on the stove!** When you leave the building, turn the thermostat as far down as possible. The fan will run for a while after you turn the heat down.