

**NEW-MEMBERS' GUIDE TO THE PORTSMOUTH YACHT CLUB**  
**FACILITIES**  
**SPRING, 2005, EDITION**

This information and checklist has been designed to help new members become acquainted with the physical facilities of the yacht club building, and the procedures necessary to ensure safe and proper use of the equipment within. It is also hoped that with this knowledge, new members will feel free to use the facilities in a concerned and caring manner, mindful of the activities of other members, their guests, and the staff.

**CAR PARKING**

We are very short on parking, so only one car from a family is allowed to park in the club lot at any time, no matter how many parking stickers have been issued to that family. Non-members' cars must not be parked in the lot at any time. Members leaving the premises after parking in the club lot are asked to leave their keys with the Steward or other staff member, in case their car must be moved. Please be sure to observe the "Handicap" reserved spaces. Also, stay clear of the fuel filling manholes when safety cones are up in anticipation of a fuel delivery. Cars can be left in designated areas of the nearby streets for a maximum of 72 hours before being tagged. For long-term parking, members with PYC stickers affixed to their cars, may park in the Town Common. These town regulations change from time to time. Notice of any changes will be posted on the Club bulletin board.

**ENTERING THE CLUB**

During the active season, the key given each member will open the main door or the Gangway entry on the left, which leads directly to the outside porches and the docks. (Out of season, special winter locks are installed, which are not normally accessible to members)

**LAST PERSON LEAVING THE CLUB AT NIGHT**

Often, the staff employees will have left long before the last member leaves. In this frequent occurrence, it is the responsibility of the last member out, to assure that the clubhouse is properly locked, and all equipment is secured for the night. This requires that each new member learn the unique procedures to:

**Close and Lock all Windows**

- \_\_\_\_\_ Windows in the Whaleback Room
- \_\_\_\_\_ The lower windows in Main Room
- \_\_\_\_\_ The upper windows in the Main Room (Use pole stored in closet)

**Check the Kitchen Stove, Outside Grilles, and Lobster Cooker**

- \_\_\_\_\_ For the stove, each grille, and the lobster cooker, each individual burner knob must be in the "Off" position. Stove pilots stay on.
- \_\_\_\_\_ **VERY IMPORTANT.** There is also a gas line feed valve in the gas line to each grille. This valve has a green handle. At night the valve for each grille must be left in the "Off" position, e.g., the handle at right angle to the metal feed pipe.

## **LEAVING THE CLUB AT NIGHT, cont.**

### **Turn off most lights**

\_\_\_\_\_ Shut off all lights EXCEPT the Outside Front Door Light and the light over the event sign-up desk

### **Check that all doors are locked**

\_\_\_\_\_ Upstairs office door – (Should be kept locked by Steward or staff)

\_\_\_\_\_ Three side doors

\_\_\_\_\_ Main entrance door

\_\_\_\_\_ Gangway door

\_\_\_\_\_ Shed door - (Should be locked by the staff)

## **GENERAL SAFETY & ENVIRONMENTAL CONSIDERATIONS**

\_\_\_\_\_ FIRE EXTINGUISHERS – Learn the locations of all inside fire extinguishers, and how to use them.

\_\_\_\_\_ EMERGENCY FUEL LINE SHUTOFFS -- Learn the location, and how to use, the emergency shutoff valves for the fuel dock gasoline and diesel fuel lines, near the shore end of the gangway.

\_\_\_\_\_ ELECTRICAL PANEL – The electrical panel for the whole club is located in the storage room where the tables are kept. Breakers are identified by the area served. Main electrical switch is located in the men’s bathroom.

\_\_\_\_\_ WATER SHUTOFF – The water shutoff for the whole club is located under the sink in the men’s bathroom.

\_\_\_\_\_ SMOKING -- Smoking is not permitted inside the clubhouse, nor on the gangway. Smoking is allowed on the screened porch and on the decks.

\_\_\_\_\_ NO SMOKING AT FUEL DOCK --Smoking is not allowed on the docks near the fuel hoses or near any boat being fueled.

\_\_\_\_\_ CHILDREN 12 AND UNDER -- Children 12 and under must wear life preservers when on the pier, the gangway or the docks, and must be accompanied by an adult when at these locations.

\_\_\_\_\_ FISHING -- Fishing is not allowed from the pier, gangway or docks.

\_\_\_\_\_ DOGS -- In compliance with State health laws, dogs other than certified assistance animals with their clients, are not allowed in the clubhouse. If leashed, dogs are allowed on the porch and the decks, gangway and docks. “Accidents” are to be cleaned up by person at other end of the leash.

**GENERAL SAFETY AND ENVIRONMENTAL, cont.**

\_\_\_\_\_ **STORAGE SHED --** The shed should be locked at all times when it is not in use. It is for the use of the staff, and is not normally accessible to members. If you need to get or store something in the freezer or refrigerator there, please ask a staff member for assistance.

**SIGN-UP PROCEDURE FOR CLUB EVENTS**

\_\_\_\_\_ Most of our events require that you sign up in advance in the signup notebook located on a desk on the right as you enter the meeting room. Normally, a sheet for each upcoming event in the month is posted in the notebook approximately two weeks before the first event of that month. Alternatively, you may phone in a reservation, and any member of the staff can enter it for you. Unless otherwise noted, reservations may be made, or cancelled, until noon of the day before the event.

\_\_\_\_\_ After noon of the reservation cut-off day, anyone on the list will be charged for the event, for the number of persons signed up, even if one or more are a no-show.

\_\_\_\_\_ The maximum capacity for any event in the club is 120. Sometimes there are events where a smaller cap is required, and this will be noted on the sign-up sheet. Normally, when the sign-up list reaches the capacity, the original sheets will be removed to the office, and a waiting list will be posted for sign-up. As openings occur, those on the waiting list will be notified, in order of their sign-up, by the staff.

\_\_\_\_\_ Members may bring a reasonable number of guests to any regular Wednesday-Night dinner. For special events like dinner dances, the chicken barbecue, the lobster bakes, and certain member-cooked dinners, members are limited to two guests. Where it applies, this limitation will be noted on the sign-up sheet. In this event, guests over two in number will be placed on a waiting list, to be accommodated, if possible, after any members on the waiting list.

**CLUB RENTALS**

\_\_\_\_\_ The club may be rented by a club member for private use on Monday and Thursday nights, only. It may be rented for a social event, only, and not as a fund-raiser, or for games of chance. There can be no commercial use of any kind.

\_\_\_\_\_ The club member renting the club, and a staff member, must be present at all times during the rental. The renting member is to pay the staff member directly. The renting member is responsible to see that the club is left clean, and for securing the facility after the event. The member must schedule the event, and make payment to the club, through the Rear Commodore or the Steward. Clean-up will be billed to the renting member who signed the contract. There is a set rate for this service, which is spelled out in the contract.

### **CLUB RENTALS, cont.**

\_\_\_\_\_ When the club is rented out for a private party, ample notice will be given to members, and all members and guests are asked to refrain from entering the clubhouse kitchen, meeting room, or porch, during the rental period. Those approaching the dock, or returning from it, are asked to use the gangway entrance so as not to pass through the clubhouse. Should the guests of the rental party occupy the porch or the decks, members are urged not to interfere with their enjoyment of the decks and the chairs and tables. This restriction may occasionally be an inconvenience for members, but we are reminded that revenues from such rentals help to cover the general expenses of the club, thereby helping to hold our dues in check. Also, they help create more friends for Portsmouth Yacht Club, and possibly new candidates for membership.

### **GUESTS OF MEMBERS**

\_\_\_\_\_ Members are encouraged to bring a reasonable number of guests to enjoy the club with them. While there is no specific limit on the number of guests at one time, consideration should be given to the needs of other members present. For instance, please do not have so many guests at one time that they occupy all the seats and tables on the porch, or the decks, thereby keeping members from enjoying them, too. Common sense is the watchword. Where a member plans such use of the club, it is suggested that they advise the Steward in advance, to make sure that another such group is not also expecting to be present at the same time.

\_\_\_\_\_ When members serve guests, or other members, in casual gatherings, they are asked to leave all tables, inside and outside, wiped down and clear of all food and hardware. Ashtrays, if used, must be emptied safely in a non-flammable container such as aluminum foil. The kitchen should be left picked up and clean, as described below. Clean-up after such gatherings is the responsibility of the members using the facilities. It is not a staff responsibility.

\_\_\_\_\_ It is the policy of the club to welcome visiting yachtspersons from other yacht clubs. Wherever possible, we try to make even last-minute arrangements for them to join us at any of our club events.

### **USE OF FACILITIES AND EQUIPMENT BY MEMBERS**

\_\_\_\_\_ **THE ENTERTAINMENT CENTER** – A separate set of instructions will be posted nearby to help members operate this equipment properly. It is essential to know:

\_\_\_\_\_ How to turn on and off the different pieces of equipment, and adjust the volume.

\_\_\_\_\_ How to use the microphone.

\_\_\_\_\_ How to turn the equipment off when leaving the club.

\_\_\_\_\_ **TV IN WHALEBACK ROOM** – Be sure to turn it off when you are through with it.

\_\_\_\_\_ **BATHROOMS AND SHOWERS** – It is our intention that these be clean and tidy at all times. If you find that something needs attention, please notify the Steward or in the Steward's absence, the senior staff member present. If the problem is something simple, like a wet counter, or the replacement of toilet tissue or paper towels, members are encouraged to do this simple maintenance themselves, just as at home.

**USE OF FACILITIES AND EQUIPMENT – cont.**

**\_\_\_\_\_ BAR AND ICE MACHINES**

\_\_\_\_\_ The bar has two dispensing machines that serve water, soda water, and a variety of soft drinks. They may be used at any time by members and guests at no charge. Glasses, if used, are to be returned to the dishwasher trays in the kitchen.

\_\_\_\_\_ The ice machine, located in the side entrance, is to be used for the bar only. It is not to be used to fill coolers. There is a clean scoop and ice container for transferring the ice from the ice machine to the bar. For other uses, the dock staff has bagged ice for sale.

**\_\_\_\_\_ OUTDOOR GRILLES –** There is one lobster cooker, one home-type gas grille, and one commercial-type gas grille. Members are free to use these at any time except when they are in use for the Wednesday Night Dinners, or for other special club-sponsored events. All are fed by a central gas system. In addition to the normal grille controls, each has a separate gas turn-off valve which must be left turned off at the end of each day. (Green valve handle turned to right-angle to the metal feed pipe)

\_\_\_\_\_ The home-style grille is operated like those at home.

\_\_\_\_\_ There are special instructions posted on the wall nearby regarding the use of the lobster cooker. Lobsters are to be cooked here not inside on the kitchen stove. Although not required, this cooker is also handy for cooking corn on the cob.

\_\_\_\_\_ Your attention is directed especially to the large commercial-style gas grille. The procedure to light this grille is different from home-style grilles, and the special lighting procedure is described in a poster located on the wall behind the grille. If you have any doubt about lighting it, please ask for assistance from a staff member or from a member who knows the procedure.

\_\_\_\_\_ Please leave each of these devices clean for the next user. Cleaning them is your responsibility, not a staff member.

**MEMBERS' USE OF THE KITCHEN** – The kitchen may be used by members at all times except when it is in use for a club function such as a Wednesday-night dinner or other scheduled event, or when the club is rented by a member for a private event.

\_\_\_\_\_ Kitchen facilities available for members' use include: Coffee Maker, Microwave, Food Processor, Blender, Range with Ovens and Grille, and Vent Fans. (Use of the Dishwasher, Ice Machine, Soda Dispenser, Outside Grilles and Lobster Cooker, is described elsewhere).

\_\_\_\_\_ It is expected that any members(s) using the kitchen will leave it picked up and clean. The staff is responsible for daily cleaning, but members using the kitchen

are expected to clean up after themselves.

**MEMBERS' USE OF THE KITCHEN, cont.**

- \_\_\_\_\_ Counters must be wiped, the microwave left clean, dishes and glassware rinsed and placed in the dishwasher racks. Silverware to be left in a soap-filled container, if not enough to be spread out on a dishwasher tray. Full trays of soiled dishes, glassware or silverware are to be run through the dishwasher and put away. Partial trays of dishes and glassware are to be rinsed and left to be run through the dishwasher later. All cooking pans, pots and tools are to be cleaned, dried and put away. With the exception of partial containers of rinsed dishes, glassware and silverware, nothing is to be left for the staff to clean up following members' use of the kitchen.
  
- \_\_\_\_\_ Note that there are different dishwasher racks for dishes, for tumblers, for wine glasses, and for silverware.
  
- \_\_\_\_\_ The cabinets are marked with the location of each type of dish and glassware and silverware. All clean items must be returned to the designated storage locations.
  
- \_\_\_\_\_ Members using the stove must learn the special techniques of lighting the surface burners and the ovens.
  
- \_\_\_\_\_ Members using the kitchen must learn the special techniques of using the commercial-style dishwasher. This is very different from our home-style dishwashers. Note especially that it only sterilizes the contents-- it does not clean them of refuse. The items to be washed must first have the solid contents scraped into nearby trash containers, and then be rinsed with the sprayer on the sink. Note that solids must be scraped into the nearby trash containers, not into the sinks. We do not have a garbage disposal unit in the sink drains, and therefore the drains could easily become clogged with solids.
  
- \_\_\_\_\_ While scraping and rinsing is required, it is not necessary to wash by hand to remove residual grease, etc. before sending the items to the dishwasher.
  
- \_\_\_\_\_ All food and beverages left in the galley refrigerator must have your name, and the date, written on it. All items will be disposed of by the staff after one week.
  
- \_\_\_\_\_ Note the locations of all light switches and the switch for the exhaust fan.
  
- \_\_\_\_\_ Normally, the staff will prepare the coffee which is left for members' use most of the time during the day, and the staff will clean the devices. Special signs indicate which switches on the coffeemaker are to be left on at all times.
  
- \_\_\_\_\_ Upon leaving, the member(s) must turn off the stove, the exhaust fan, and any other appliances except the coffeemaker, and turn off the lights.

**NAMETAGS**

- \_\_\_\_\_ Members are urged to obtain nametags, and to wear them at all club functions to assist everyone to get to know one another. At the back of the event sign-up book is a sheet on which you may request a nametag. There is a small charge.

### **LIQUOR LOCKERS**

\_\_\_\_\_ Lockers are located at the main entrance and upstairs in the Whaleback Room. There is an annual fee for their use. Often there is a waiting list for lockers, so it is important to request one from the Club Treasurer as soon as you anticipate the need.

### **SLIPS AT OUR DOCK**

\_\_\_\_\_ Our slips are in very short supply, and there is a long waiting list. Occasionally one becomes available for short-term rental, which can be arranged through the Steward or the Rear Commodore. Members wishing to be on the waiting list for a future permanent assignment of a slip are urged to make this known to the Rear Commodore as soon as possible.

### **RELATIONS WITH OUR PROFESSIONAL STAFF**

\_\_\_\_\_ We are very proud of the fine young men and women whom we select as our professional staff each year. Compliments to any of them, individually, for a job well done are greatly appreciated, and add much to their general morale. If, on the other hand, you see a need for a reprimand or other correction, please **do not** deal directly with that staff member. Instead, discuss your observation with the Steward, or with any of the flag officers – the Commodore, the Vice Commodore, or the Rear Commodore.

\_\_\_\_\_ Tips are not normally given for everyday services. When the staff is manning the bar, there is a jar for tips for those who wish to use it. The staff is remembered with special incentive payments from the club at the Employee Appreciation Dinner, at the end of the season. At that time, members may, in addition, give envelopes of their own to any, or all, of the staff if they wish. Alternatively, or in addition, members may contribute to a “kitty” which is then distributed among the staff.

\_\_\_\_\_ Members are not permitted to request special individual services from the staff members during their working hours. Such services might include going up one’s mast to fetch a halyard, or going overboard to scrub a boat bottom, etc. Members are free to make any such arrangements with staff members outside their working hours, but must recognize that at those times the staff member is working individually for the member, and is not representing the club.

### **THE INTERNET**

\_\_\_\_\_ Members are urged to “Tune In” to the club’s web page frequently, at [www.portsmouthyc.org](http://www.portsmouthyc.org) Not only will they see photographs of recent club activities, but also much current information such as future cruise plans, minutes of recent Board of Directors’ meetings, and copies of the latest Club Bulletin. In addition, there are links to many other sites of interest to mariners, such as local tide calendars, local activities of interest, and links to the Coast Guard Auxiliary and the United States Power Squadrons.

**THE INTERNET,cont.**

\_\_\_\_\_ Members are also urged to follow directions on the web page to list their Internet address with the webmaster. This address is not shared with other members or elsewhere, but it does permit you to quickly receive the latest club information, and if you wish, exchange information and discussions with all club members as a group, who are similarly registered.

*In conclusion, all members, new and long-term, are encouraged to enjoy the club at all times, and encourage friends to enjoy it, too, with them. Should you have questions, or need special assistance, or if you have suggestions for improvement, please contact the Steward, or any of the Flag Officers – that is, the Commodore, the Vice Commodore, or the Rear Commodore.*

**Orientation Committee, 2005**  
*Norma Roberts, Chair*  
*Jinny Burgess*  
*Nan McNally*  
*Marjorie Smith*  
*Arthur Wright*

