



# Port Royal Yacht Club

Club Facilities  
Orientation

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# Facility and Features Outline

- Hours of Availability
- Opening and Closing the Club
- Behind the Bar
- In the Kitchen
- Need Music
- Watching TV
- Outdoor BBQ Area
- Participation in Club Events
- Holding a Personal Event
- Maintenance
- Who to Contact

# Hours of Operation

- 24/7 - Simple



# Opening and Closing the Club

- Unlock the door and have all guests sign in
- Remember to clean up, shut off the lights, stereo, TV's, and lock the door if you're the last one to leave

# Behind the Bar

- Club Members & Associate Members Only
- Learn cash register operation
- Learn procedures to run a tab
- Bar tab notices
- Restock the coolers
- Take out trash
- Leave the area clean

# In the Kitchen

- Kitchen and appliances are available for everybody's use
- All spices and condiments are for everybody's use unless specifically marked
- Clean area after use
- Take your leftovers home
- Throw out any questionable items noticed

# Need Music

- Learn to operate the stereo
- Learn to operate the speaker selection
- Learn to operate the CD player

# Watching TV

- Learn to operate the remote controls and the DVD player
- Be respectful of the volume when others are present
- Remember to turn off when not in use

# Outdoor BBQ Area

- Available to everyone
- Learn the combination number to unlock the BBQ
- Report to the club manager if we are on the last gas LP tank. We should always try to keep a full spare LP tank

# Participation in Club Events

- Be a club volunteer - friendly participation helps everyone enjoy the events
- Volunteer are needed for every event
  - Set Up
  - Food Preparation
  - Bar Tenders
  - Dishwashers
  - Clean up during and after the event
- Invite a friend or two to our beautiful location, not everyone gets a chance to be by the ocean

# Holding a personal Event

- Contact the Rear Commodore to describe the event and get the date/times secured
- Dates may not be available if other events are scheduled
- Rental Fee of the Club is charged for Groups of 15 or more
- Online applications are available at [PRYC.US](http://PRYC.US)

# Maintenance

- Leave a note in the inbox for the club manager or rear commodore for any items needing maintenance
- If you have time and talent in a particular trade please let the vice commodore know.
- Most of our projects are completed with sweat equity.



## Who to Contact

- House Committee for facility ideas
- Club Manager for facility maintenance
- Commodore for compliments
- Vice Commodore for complaints
- Rear Commodore for memberships