

**Clark Lake Yacht Club
P.O. Box 178
Jackson, Michigan 49204**



December 5, 2011

Dear Member:

Enclosed is the procedure for Renters and Caretakers for the Club. If you are interested in one of these positions, please submit a completed application (enclosed). Note these spots fill quickly, so it is important that you act within the time window specified in the procedure. When submitting with another family for a combined (renter / caretaker) stay, please fill out one form per family and note who is the renter and who is the caretaker. This can make a big difference when figuring the priority due to seniority.

Please note that the house, the bath house, the docks, and the grounds were kept in excellent condition last year. We would like to keep up that attention to detail. There is a checklist for each family to complete at the end of their stay and one for the caretaker during the week. These checklists have seemed to help in the past. We would like to avoid hiring a cleaning service and adding any more to the rent or caretaker expense. Remember this is your club. Please make every effort to leave it as clean, or cleaner than when you found it.

There should be no use of air conditioners in the house. The wiring and windows cannot handle it. If that is a problem, please consider it when choosing a week.

If you have any questions please feel free to contact me.

Sincerely,

Kurt A. Rudolph
House Chairman
796-9492

Clark Lake Yacht Club House Room Reservation Procedure

The purpose of the Renters and Caretakers at the Yacht Club is to maintain and ensure the safety and security of the property of the club and its members. Renters and Caretakers alike are responsible for upholding this duty. Caretakers have the additional responsibility of maintaining the buildings and grounds during the week.



Any member may contact the House Chairman, **in writing after December 31**, to reserve rooms for the upcoming summer. **All reservation requests must be addressed to: P.O. Box 178, Jackson, MI 49204.** Member requests will be handled according to the following procedure using the proper form. Each member must be an active or senior member in good standing during the previous year or must have paid their dues for the current year.

1. Requests for Renter and Caretaker positions will be prioritized according to the postmarked date. Requests postmarked between January 1 and January 15 will be considered equal. All postmarks must be done by the postmaster and not through metered postage.
2. Caretaker positions will be filled first and Renter positions will be filled second. The exception to this are Renters who submit their requests with a Caretaker. They will be filled with the Caretaker chosen. If you wish to apply for multiple weeks as a Renter and as a Caretaker, please clearly note that desire.
3. Renter and Caretaker positions with an equal date priority will be filled first by the most senior (based on membership date) CLYC member, except for those members who may have not been able to have their requested date(s) filled the year prior. Those members whose request could not be filled in the prior year will have priority ahead of those based on seniority.
4. If there needs to be a method of tie breaking, lots will be drawn.

The House Chairman will try to follow this procedure as close as possible, but may deviate from it in order to fill as many spots as possible. The House Chairman may reject an application of a member if renter/caretaker duties have not been carried out in a satisfactory manner previously. The House Chairman will try to respond to all of those requesting Renter or Caretaker positions by February 15.

Rooms will be assigned on a first-come, first-served basis. Generally, no more than two families will be assigned in any given week. A third family may also stay, with prior approval of the House Chairman and agreement with the families that have reservations. Rent payment will be paid to the Treasurer by May 1st and if not received at that time, the reservation will be made available to the general membership.

Renters and Caretakers should fill out the accompanying form.

Clark Lake Yacht Club 2012 House Room Reservation Application

Name: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Member since: _____

Please indicate position desired (caretaking is free, rent is \$250 per week due May 1st):

Proposed number of family members to be staying at the club: _____

Week Preferences:

Please number in order of preference (1-17) the weeks you can stay at the club. Place an x in the box for the weeks that you can definitely not stay.

		<u>Caretaker</u>	<u>Renter</u>
Week 1	May 12 – May 19		
Week 2	May 19 – May 26		
Week 3 Memorial Day	May 26 – June 2		
Week 4	June 2 – June 9		
Week 5	June 9 – June 16		
Week 6	June 16 – June 23		
Week 7	June 23 – June 30		
Week 8	June 30 – July 7		
Week 9	July 7 – July 14	Rebel	Nationals
Week 10	July 14 – July 21		
Week 11	July 21 – July 28		
Week 12	July 28 – August 4		
Week 13	August 4 – August 11		
Week 14	August 11 – August 18		
Week 15	August 18 – August 25		
Week 16	August 25- September 1		
Week 17 Labor Day	September 1 – September 8		

If you wish to be considered for multiple weeks as a Renter and as a Caretaker, please clearly note that desire.

For completion by the House Chairman:

Rooms used: _____

Condition of club during stay: _____

Problems encountered: _____

CLYC Caretaker and Renter Duties

General

- 1. Caretakers should always be on the club grounds except for reasonable periods for shopping errands, dinners, etc. Caretakers cannot leave the club grounds unattended to go to work, for example. If Caretakers leave, they must attempt to appoint the renters or other club members to their duties while they are gone. If the club is left unattended, it should be locked, except for the front porch. Put the First Aid Kit on the front porch.**
2. Check-in and check-out times are 12:00 noon Saturday.
3. Upon leaving, the caretakers and renters should clean their quarters, refrigerators, ovens and stoves in the kitchen. Please check bedding to see that it is left in fresh condition.
4. Caretakers and renters shall make every effort to enforce the club rules.
5. Caretaker and renters are the only people allowed on the second floor.
6. Supplies in the storeroom are not for personal use.
7. No pets are allowed.
8. Caretaker and renters are responsible for the indoor phone. Long distance calls will be billed to the caretakers.
9. All damages incurred by caretakers and renters, their families and their guests shall be repaired at their expense.
10. The renter's payment is due by May 1st. If it is not paid by May 1st, the reservation becomes available to the general membership.

Daily Caretaker Duties

1. Raise and lower the flag each day.
2. Tidy up the clubhouse each morning. Sweep porches. Notify Supplies Chairman when running low on supplies.
3. Clean bath house and replace towels, soap, toilet tissue and light bulbs as needed.
4. Empty garbage cans in picnic area each night and pick up the grounds as needed.
5. Place the lawn furniture up close to the house at night (to prevent strong winds blowing it into the lake).
6. Place any personal items left on the grounds (outside or in the bath house or club house) in the lost and found.
7. Lock all clubhouse doors and turn off lights at curfew times as stated in the yearbook (11:00 p.m. Sunday through Thursday, and 12:30 a.m. Friday & Saturday).
8. Clean docks each morning as needed.

As Needed Caretaker Duties

1. In the event of a storm, check the boats and notify the owners in case of problems.
2. Close all windows in the club house when it rains. Remember the attic.
3. Caretakers are to start a community fire in the grill after the finish of the last race each Sunday. Charcoal is located in the storeroom behind the kitchen.
4. Water flower pots and beds as needed with lake water
5. Notify the House Chairman of any broken or malfunctioning equipment or damage.

Note: If you have questions, please call the House Chairman.

Caretaker Duty Daily Check List

Week # _____ Dates: _____

Please check off when complete. Leave on supplies Clipboard at end of stay.

	<u>Sat</u>	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>
<i>At Start of Day</i>							
Raise Flag							
Clean Docks							
Tidy Clubhouse							
Sweep/Mop Porches							
Check Supplies							
Clean Bath house							
<i>As needed</i>							
Water Flowers							
Close windows, if rains (attic?)							
Check Boats, if storm							
Start Community Fire (Sunday)							
<i>At end of Day</i>							
Empty Trash Cans							
Lower Flag							
Lawn Furniture up close to house							
Items to Lost & Found							
Lock up							

Renter / Caretaker End of Stay Check List

	<u>Bdrm</u> <u>1</u>	<u>Bdrm</u> <u>2</u>	<u>Bdrm</u> <u>3</u>	<u>Bdrm</u> <u>4</u>	<u>E</u> <u>Bath</u>	<u>W</u> <u>Bath</u>	<u>1/2</u> <u>Bath</u>
Personal Items Removed							
Dust							
Sweep/Mop Floor							
Clean sink, mirror, toilet & tub							
	<u>Rentr</u> <u>Ktchn</u>	<u>Club</u> <u>Ktchn</u>	<u>N</u> <u>Porch</u>	<u>E</u> <u>Porch</u>	<u>Great</u> <u>Room</u>	<u>Lake</u> <u>Entry</u>	<u>S</u> <u>Porch</u>
Personal Items Removed							
Clean Sink, Refrig., & Stoves							
Dust							
Sweep/Mop Floor							

Please note anything significant on the back of the sheet.