

## Affiliate Club Rules

1. Affiliate Clubs should have a mission statement in alignment with the Ukiah Garden Club.
2. Affiliate Clubs are subject to approval by the UGC Executive Board annually.
3. Affiliates agree to follow the rules stated on this document and the house rules posted on the kitchen wall, a copy of which is attached and must be initialed. These rules are subject to revision.
4. Post meeting dates on calendar at the clubhouse.
5. Provide the UGC President with an annual list of officers of the club, mailing addresses of the club and officers, email addresses, phone numbers, number of members, and a list of all meeting dates for the year.
6. Put away chairs and tables after meetings if requested by House Chairman.
7. Extra cleaning required from affiliate's use of premises will result in additional fees charged for maintenance.
8. Notify the House Chairman of the UGC of any damage to the clubhouse or clubhouse property.
9. Affiliates may use kitchen ware, provided the kitchen rules are followed.
10. Nothing can be removed from the Clubhouse property without permission of the UGC Executive Board.
11. Request permission for any additional meetings or community events at the clubhouse from the UGC Executive Board by contacting the UGC President or House Chairman.
12. No alcoholic beverages allowed at meetings.
13. An Affiliate Club will receive one key if they have a UGC member in their membership. The key shall not be duplicated. The key shall be supervised by a garden club member within the affiliate or obtained from the UGC key monitor(s). The responsible person shall sign the sign-out sheet upon leaving the building. The key must be returned at the end of the affiliate's association with the clubhouse.
14. Approval by the UGC Executive Board is required for use of any extra equipment located on Clubhouse property.
15. A minimum voluntary monetary donation to the Ukiah Garden Club annually of \$450.00 is required. Payment is due July 1<sup>st</sup> for the year; late fees of 20% will be assessed on October 1<sup>st</sup>.
16. Maximum occupancy is 150 persons per the fire marshal.
17. Affiliate clubs are encouraged to participate in fundraising activities to support the maintenance of house and grounds.
18. Affiliate clubs are encouraged to provide a complimentary program upon request.
19. Insurance coverage is required of all clubs using the clubhouse. A "certificate of coverage" naming UGC as an additional insured is required each year with payment on July 1<sup>st</sup>.

Name of Affiliate: \_\_\_\_\_ Date; \_\_\_\_\_

My members will abide by these rules.

Affiliate President: \_\_\_\_\_

Phone: \_\_\_\_\_

Ukiah Garden Club President: \_\_\_\_\_

Ukiah Garden Club House Chairman: \_\_\_\_\_

Revised 2018  
Revised 6-4-14  
Revised 5-7-14