



NEW MEMBERS GUIDE

Welcome to the Old Colony Ski Club! We hope that you will thoroughly enjoy your membership and take advantage of all that the club has to offer all year round! This guide will help you to understand the operations of the club and some of the guidelines that all members are expected to follow. A full Members Guide that includes club history, bylaws and rules can be found on the web site at www.oldcolonyclub.org.

Here are some helpful excerpts from the Members Guide.

Dues:

1. The annual dues for each member will be the amount as fixed for the following year by the Board of Directors and approved by the members at a regular meeting. Membership dues must be paid no later than October 1st.
2. All active and provisional members must attend two six-hour workdays per membership year except that work for active members over the age of 70, the Treasurer, Assistant Treasurer and Membership Chair is optional.
3. All active members under the age of 70 who do not meet this membership requirement will be subject to an assessment. The Board of Directors may adjust this assessment on a yearly basis.
4. All dues received are non-refundable.
5. Renewal dues received after October 1 shall be charged a late fee after a one-month grace period unless arrangements have been made with the Board of Directors in writing. This fee is stated on the current rate sheet. All members who have not renewed by October 1 will be charged the guest fee for any nights at the lodge until their dues is paid in full.
6. Violations of the by-laws and/or house rules will be subject to review and resolution by the Board of Directors.

Lodge Charges:

1. The lodging charges are contained on the current rate sheet which is posted at the sign-in desk.
2. Work Weekends
On weekends designated as club work weekends there will be no lodging charges for members and guests who participate in the work activities.
3. Payment of lodge charges. All lodge related fees incurred by a members and their guests during their stay at the lodge must be paid prior to the end of the members stay at the lodge.

Use of the Lodge:

1. Use of the lodge by members
 - a. No one may stay more than 28 nights in any 60-day period without BOD approval.
 - b. Weekends
Any member expecting to be at the lodge during a specific weekend must make a reservation using the reservation page on the club website no later than 9:00 p.m. Thursday evening. If you do not have access to the reservation page on the club website you must call either a board member or an active member who will enter the reservation on the website for you. The member should provide their name and the nights that they will be staying at the lodge. The member should also give the same information for guests, including the gender of the guest.
 - c. Midweek activity.
In addition to weekends, the lodge is available for use by members and their guests during the week. Please follow the registration procedure outlined above.
2. Use of the lodge by guests
 - a. For a first-time guest visiting the club, the sponsoring member must also be present. If the sponsoring member is not able to be present, another club member cannot be designated responsibility for the guest, but a request may be made to the Board of Directors. The member making a lodge reservation for a guest that has previously stayed at the lodge must either be present at the lodge with the guest, or make arrangements with an active member that is present at the lodge to be responsible for this guest.
 - b. Minor guests (under 21 years of age) are not permitted at the lodge during the ski season (October 1 through April 30), except during those periods designated by the board of directors, and published in advance. In the off season (May 1 to September 30) minor guests will be allowed in the lodge any time except on designated party weekends. Minor guests are the responsibility of the parents or sponsoring member and cannot be left unattended while at the lodge.
 - c. Please notify a member of the board of directors if you are planning on more than 6 guests. We may limit this number for special events where we may have high usage. If a member wishes to bring more than 6 guests to the lodge, they must notify a board member (preferably the director in charge for that week) when making the reservation. This request must include the number of guests, their names, gender and ages (of any minor guests) of each person. This advance notice is necessary to allow ample time to coordinate accommodations and let you know whether your group will fit. This policy applies year-round.
 - d. Members are financially responsible for all lodge and other club related fees incurred by their guests.
3. Bunks
 - a. Please visit the dorm floor (Women – 2nd floor, Men – 3rd floor) and select a room for your stay, noting the letter over the door. To show that your chosen bunk is taken you should place your bags and sleeping bag on the bunk then proceed to the check-in desk.
 - b. At the check-in desk there are three things we ask you to do upon arrival: 1) Put your name on the bunk sheet in the appropriate room, 2) enter your name on the roster, the night(s) you are staying and the amount owed (see rate sheet over desk), and 3) place your cash or check in one of the small envelopes of the left side of the desk and deposit it in the silver box next to the door.
 - c. Cleaning
In addition to work assignments, individuals are responsible for cleaning their bunkroom.

4. **Work Assignments**
When staying at the club all members are required to perform a work detail. These details entail short chores around the club, and members should put their name next to a chore on the whiteboard. Members who do not select a chore may be assigned one by the Director in Charge.
5. **Parking**
Parking is permitted in both the lower and the upper parking lots. Cars parked on the club property should not block other cars or exits. No parking is permitted on Paradise Road.
6. **Use of the kitchen**
Any member or guest may use the kitchen at any time during their stay except during club meal preparation and cleanup. Members and guests are expected to clean the kitchen, and make sure that the ovens and stoves are turned off after use.
7. **Electric Lights**
Do not leave any lights on unnecessarily, particularly during the day when you leave the lodge, or if you are the last person up at night.
8. **Heat**
The last person to leave the lodge after the weekend (please refer to the “View all the reservations” tab on the website to determine if anyone is staying Sunday night) has the responsibility of turning the thermostat down to 55 degrees F. The thermostat is located in the second floor lounge, next to the women's bunk area entrance.
9. **Ski boots and golf shoes**
Ski boots, golf shoes, and other footwear that could potentially damage club property are not to be worn in the lodge at any time.
10. **Smoking and Open Flames in the Lodge**
Absolutely no smoking is permitted anywhere inside the lodge. Due to the age of the building, no open flames of any kind (matches, candles, incense etc.) are permitted in any area within the lodge except in the ground floor area. If candles are lit in the ground floor area because of a power failure, or for use during dinner, they should never be left unattended.
11. **Space heaters and other personal heaters**
No space heaters or any other types of personal heaters are allowed in the lodge at any time.
12. **Noise**
On ski weekends the TV and all musical devices and instruments are to be turned down at 12:00 midnight and noise is to be reduced to a responsible level. No unnecessary noise is permitted in the second floor lounge after midnight. The dining room speakers for the stereo are to be shut off. The bar speakers can be used at a low level.

Personal Property:

1. Personal property (clothing, bedding, toiletries, etc.) is not to be left at the lodge except in lockers provided by the club. Skis, poles and other equipment may be left only in designated areas.
2. All personal property (clothing, blankets, ski equipment, etc.) not removed from the lodge by the Spring Clean-Up Weekend will be moved and stored in the attic. It will be disposed of at the discretion of the House Committee if not claimed by the following year (next Spring Clean-Up Weekend). A reminder will appear in the April and May newsletters.
3. Old Colony Ski Club will not be responsible for personal property stored on the premises.

POSSESSION OR USE OF ILLEGAL OR CONTROLLED SUBSTANCES ON CLUB PROPERTY

Any member or guest who uses or openly displays any illegal drug or controlled substance, or any paraphernalia related to the use of these items such as pipes, bongs, rolling papers etc. while in the Old Colony Ski Club lodge, or on club property, or in plain sight of anyone not on the premises, shall, after a hearing by the board of directors to determine the validity of the allegation, and if that allegation is determined to be true, be subject to the following mandatory disciplinary actions.

1. **First Offense.** A minimum three month loss of all use of the lodge privileges. This penalty may be increased up to and including expulsion from the club, depending on the severity of the offense, e.g. purchasing, or selling drugs on the premises.
2. **Second Offense.** Expulsion from the club.
3. Any guest who violates this rule will be required to leave the premises no later than the morning following the occurrence of the violation.
4. Any club officer or board member who knowingly allows a violation of this rule to go unreported will, after a hearing by the remainder of the board of directors to determine the validity of the allegation, and if that allegation is determined to be true, be removed from the board of directors.
5. Any club member who makes an unsubstantiated accusation against another member or guest concerning a violation of this rule will be subject to the same disciplinary actions as those for an offender.



Leaving the club to go home?

- Is your money envelope in the lock box?
- Please remove your food from the refrigerators.
- Check to see if you're the last one out. If you are:
 - ✓ Shut and lock all windows.
 - ✓ Make sure all the lights are off.
 - ✓ Shut all the doors to the bedrooms. This is for heat conservation.
 - ✓ Make sure the toilets are not running. Jiggle the handles.
 - ✓ Make sure the doors to the toilets and shower rooms are **opened**. The water pipes need heat to keep from freezing in the winter.
 - ✓ Turn the thermostat down to **55**. It's next to the ladies dorm entrance door.
 - ✓ Check the kitchen. Make sure there is no food left out. Check the stove, ovens, and other appliances to make sure they're off. Turn **off and unplug** the coffee makers and toaster ovens. Check appliances on counter in dining room as well.
 - ✓ Make sure the kitchen garbage is taken out. The dumpster key hangs on the doorjamb hook on the left of the kitchen exterior exit door.
 - ✓ Make sure all the doors to the outside are shut and locked including the kitchen and dining room doors. Make sure upper and lower doors are locked.
- Notify a director of any problems

Not sure if you're the last one out? Check the Reservations tab on the web site for members staying over. If not sure - Then act like you are the last on out and close the place up.

Thanks, the BOD