
RB Calendar 2017 Guidelines

1. The Board of Directors gets priority over all requested dates and has final authority over the use of Rainberry Bay facilities.
2. 'Season' is defined as October 1 through May 15.
3. Prior to the April Calendar meeting:
 - a. The Calendar Committee will input regularly scheduled club and committee meeting dates.
 - b. The Calendar will reserve dates for the following 'season' in this order: Social Club (Halloween and New Year's Eve celebrations plus contracted Showtimes, excluding cabarets); Theatre Arts performance(s) and rehearsals as required; the Men's and Women's Club; Classes.
4. At the April meeting all other Clubs shall pick random numbers, choosing their initial three dates for the following 'season.' Event dates are requested in writing, preferably via email from all RB Clubs at that time. The Calendar will request compromise and cooperation from all Clubs to meet the needs of each group.
5. After the calendar has input and approved these dates each club and committee may choose additional dates for 'season' by checking the calendar, located on www.myrainberrybay.com. Additional dates will be submitted to the Calendar via email (rbcalendar@yahoo.com). Neither scheduling nor signing of any contracts shall be done before approval from the Calendar Committee. Dates must be approved by and posted on the calendar prior to any posting on RIC, the website, or in the Beacon. Each club and committee is required to provide set-up information to management.
6. Any club or committee that cancels any scheduled event must notify the Calendar Committee and management (where set-up is required) within three (3) days of event cancellation so that the date may be made available to others.
7. There must be a minimum of 30 days between Gambling trips, including but not limited to casino trips and/or venues holding any event with live or electronic betting. Any outside event where a casino stop is made is excluded from this limitation. Bingo events must be scheduled at least 10 days apart.
8. There may be two events on the same day if it does not cause a financial burden or conflict for attendance.
9. Calendar will schedule events in the theater or clubhouse as follows: they will be made available as long as there are 24 regular work hours between events for set-up and breakdown, Monday to Saturday, excluding holidays. For holidays, set-ups are done on the last regular work days, prior to the event, between 8am and 4pm. In instances where the sponsor needs additional setup time they will be permitted to set up no earlier than the Monday prior to their event provided the venue is available. Should the venue be unscheduled the weekend before the event, setup can begin a maximum of one week before the event. Special setup needs will not be used to block use of the venue as long as there are a minimum of 5 days available for setup. Set up guidelines are according to the Management contract, subject to change.
10. No outside events/trips will be scheduled by the Calendar Committee without details of the event (i.e. casino, shopping, etc.). These details must be provided as soon as available.
11. Each club and committee is responsible for checking the Calendar monthly, by the 15th of the month, prior to the Beacon going to print.