# Zymurgy Club

## Clubroom Use, Craft Certification, Monitoring, and Alcohol Service Policy

**Effective Dates:**

- **November 4, 2026:** Sections 5–9 — Clubroom Events, Recreation Center Approval, Closing Procedures, Alcohol Service, Compliance, and Policy Administration.
- **January 1, 2027:** Sections 1–4 — Purpose, Craft Certification, Clubroom Reservations, and Monitoring Requirements.

**Approved By:** Zymurgy Club Board of Directors

### 1. Purpose

The purpose of this policy is to establish consistent procedures for clubroom use, craft certification, reservations, monitoring, event management, and the distribution of club-provided alcoholic beverages.

The Zymurgy Club seeks to maximize members' access to the clubroom while maintaining a safe, responsible, and welcoming environment, complying with Recreation Centers of Sun City West (RCSCW) requirements, and making efficient use of volunteer resources.

### 2. Craft Certification Requirements

#### 2.1 Certification

Members using club equipment for crafting activities must be certified in the specific craft or equipment they intend to use, unless accompanied and supervised by an appropriately certified member.

#### 2.2 Beer Certification

Beer certification will consist of multiple training sessions addressing the skills and equipment associated with various brewing methods.

Where applicable, completion of training in skills common to multiple brewing methods may satisfy requirements for more than one certification.

#### 2.3 Wine Certification

Wine certification will be administered by designated club instructors, including John DeLorenzo, Carol Lowe, and Katherine Heisler.

Experienced winemakers may receive certification without completing introductory instruction when a designated instructor has personally observed and verified their knowledge and safe operation of the applicable equipment.

Members whose skills have not previously been observed may arrange a practical demonstration with an authorized instructor.

### 2.4 Additional Craft Certifications

Certification requirements for other club crafts and equipment will be established as needed. The Board will designate qualified instructors or evaluators for each activity.

## 3. Clubroom Reservations and Access

### 3.1 Reservation Requirement

Clubroom use for crafting activities shall be by reservation. The clubroom will remain locked and unavailable for unscheduled crafting and other activities.

### 3.2 Reservation Procedure

Members requesting clubroom access shall submit a reservation request identifying:

- The requested date and time block.
- The crafting activity to be performed.
- The member responsible for the activity.
- The designated monitor.

Once the necessary arrangements have been confirmed, the reservation will be placed on the official club calendar.

### 3.3 Participation During Existing Reservations

Certified members may participate in their own certified crafting activities during an existing clubroom reservation without submitting a separate reservation request, provided that:

- The activity can be completed within the scheduled reservation period.
- The designated monitor verifies the member's applicable certification.
- The activity does not interfere with the scheduled activity or create unsafe conditions.
- Appropriate monitoring is maintained for each activity.

### 3.4 Separate Monitoring for Beer and Wine

Beer brewing and winemaking require separate monitors when conducted simultaneously because brewing activities take place on the patio while winemaking takes place inside the clubroom.

A monitor must be able to provide appropriate oversight of the activity for which they are responsible.

## 4. Monitoring Requirements

### 4.1 General Requirement

At least two members must be present during clubroom crafting activities. No member may work alone in the clubroom.

A designated monitor must be present whenever crafting activities are underway.

### 4.2 Certified Members

A member certified in the craft being performed may arrange for another member to serve as the designated monitor.

The monitor is responsible for ensuring compliance with clubroom safety and operating procedures.

### 4.3 Members Not Yet Certified

Members who have not obtained certification may participate in crafting activities when accompanied and supervised by a member certified in the applicable craft.

If a member cannot arrange for a certified mentor, the member may submit a reservation request. The club will attempt to identify a qualified volunteer to provide the necessary supervision.

### 4.4 Certified Members Needing a Monitor

Certified members who cannot arrange for another member to serve as monitor may request assistance. The club will seek an available volunteer before confirming the reservation.

### 4.5 Volunteer Monitoring

The club will initially rely on voluntary monitoring arrangements to accommodate crafting reservations.

If sufficient volunteers are not available to meet clubroom needs, the Board may establish a formal monitoring requirement or schedule to distribute monitoring responsibilities among members.

## 5. Clubroom Events and Recreation Center Approval

### 5.1 Mandatory Event Approval

Every clubroom event must be submitted to the Recreation Center for approval before the event takes place.

This requirement applies to club-sponsored social gatherings, educational activities, demonstrations, organized crafting events, and other scheduled clubroom events.

### 5.2 Event Proposal Requirements

Each event proposal must identify:

- The event name and purpose.
- The event date.
- The designated start time, indicating when doors will open.
- The designated host/monitor responsible for the clubroom.
- Any designated co-host authorized to assume responsibility for the event.

### 5.3 Designated Host/Monitor

The host/monitor named on the approved event proposal is responsible for the clubroom during the event, including:

- Ensuring compliance with club and Recreation Center policies.
- Monitoring activities and maintaining a safe environment.
- Overseeing responsible alcohol service when applicable.
- Announcing the required last call.
- Ensuring that members vacate the clubroom within the required time.
- Ensuring that the room is properly secured upon closing.

## 6. Event Hours, Last Call, and Closing Procedures

### 6.1 Event Start and End Times

All clubroom events shall have a designated start time indicating when doors will open.

Events will not have a predetermined ending time. The designated host/monitor will determine when the event will conclude, subject to applicable Recreation Center operating hours and requirements.

### 6.2 Thirty-Minute Last Call

When the host/monitor determines that the event will conclude, they shall announce a **30-minute last call**.

This announcement serves as notice that the clubroom will close and all members must depart within 30 minutes.

The last-call announcement is not limited to alcohol service. It applies to all event activities and establishes the deadline for vacating the clubroom.

### 6.3 Mandatory Departure

All members must leave the clubroom no later than 30 minutes after the last-call announcement.

Members may not extend their participation, continue serving beverages, or remain in the clubroom beyond the announced deadline without an authorized continuation of the event as described in Section 6.4.

All members are expected to cooperate promptly with the host/monitor's closing instructions.

### 6.4 Event Continuation by a Designated Co-Host

An event may continue after the original host/monitor leaves only when:

1. A co-host was specifically identified on the approved event proposal.
2. The designated co-host agrees to assume full responsibility for the event and clubroom.
3. Responsibility is explicitly transferred from the original host/monitor to the designated co-host before the original host departs.

When these conditions are satisfied, the co-host assumes all responsibilities of the host/monitor, including announcing a subsequent 30-minute last call and ensuring proper closing procedures.

A member who was not identified as a co-host on the approved event proposal may not independently assume responsibility or extend the event.

### 6.5 Final Departure and Room Security

The designated host/monitor, or authorized co-host who has assumed responsibility, must be the last person to leave the clubroom.

Before departing, the host/monitor shall ensure that:

- All members have exited.
- Equipment and appliances have been safely shut down as appropriate.
- The room has been cleaned and restored to an acceptable condition.
- Doors have been secured according to club procedures.

## 7. Club-Provided Beer and Wine

### 7.1 Two-Drink Limit

Whenever the club provides club-made beer or wine at an event, each member shall be limited to a total of **two servings of club-provided alcoholic beverages**.

The two-drink limit applies to the combined total of beer and wine, not two servings of each.

### 7.2 Required Serving Cups

All club-provided beer and wine must be served in the designated drinking cups supplied by the club.

Members may not request oversized servings or use personal containers to obtain larger quantities of club-provided alcoholic beverages.

### 7.3 Drink Ticket System

When club-provided beer or wine is served, the club shall use a two-ticket system to administer the serving limit.

Each member will receive two drink tickets, with one ticket required for each serving of club-provided beer or wine.

Servers must collect the appropriate ticket before dispensing each serving.

### 7.4 Server Responsibilities

Members volunteering to serve club-provided beer or wine are required to:

- Use only the designated club-provided drinking cups.
- Collect one ticket for each serving.
- Adhere to the two-drink limit.
- Refrain from providing additional servings without tickets.
- Follow all applicable club alcohol-service and safety policies.
- Cooperate with the designated host/monitor.

Servers do not have the authority to waive or modify the two-drink limit.

### 7.5 Purpose of the Limit

The two-drink policy is intended to ensure fair and equitable distribution of beverages produced or purchased with club resources.

The policy also promotes responsible management of club funds and helps ensure that members arriving later, including event volunteers, have an equal opportunity to enjoy the beverages provided.

### 7.6 Personally Provided Beverages

Where permitted by Recreation Center rules and the specific event arrangements, members may bring their own alcoholic beverages.

Personally provided beverages are separate from the club's two-serving allocation. However, all alcohol consumption remains subject to applicable laws, Recreation Center requirements, and club safety policies.

## 8. Compliance and Enforcement

All members, event hosts, monitors, co-hosts, instructors, and volunteer servers are expected to comply with the provisions of this policy as they become effective.

Failure to follow established procedures, including refusal to leave following last call, unauthorized continuation of an event, failure to maintain appropriate monitoring, or disregard of alcohol-serving limits, may be referred to the Board of Directors for review.

The Board may take appropriate corrective or disciplinary action in accordance with the club's governing documents and applicable Recreation Center rules.

## 9. Policy Administration and Review

The Zymurgy Club Board of Directors is responsible for administering and interpreting this policy, subject to applicable Recreation Center rules and requirements.

The Board may review and amend this policy as necessary to address operational needs, safety concerns, changes in Recreation Center requirements, or experience gained through implementation.

**Implementation Schedule**

Sections 5 through 9 shall become effective November 4, 2026. Sections 1 through 4 shall become effective January 1, 2027, allowing time to finalize certification procedures, establish the reservation system, and organize volunteer monitoring arrangements.

Until January 1, 2027, existing clubroom crafting and monitoring procedures shall remain in effect, except where superseded by Sections 5 through 9 of this policy.

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**Board Approval Date:** _____

**President:** _____

**Secretary:** _____