



TOKYO AMERICAN CLUB

一般社団法人 東京アメリカンクラブ

HOUSE RULES

As of January 19, 2017

TOKYO AMERICAN CLUB

HOUSE RULES

I. RULES - GENERAL.....	4
A. CLUB CARD.....	4
B. RULES ADHERENCE.....	4
C. RESPONSIBILITY – CONDUCT.....	4
D. RESPONSIBILITY – FINANCIAL.....	4
E. AUTHORITY.....	4
F. COMPLAINTS.....	4
G. TIPPING.....	4
H. CASH.....	5
I. PETS, SKATEBOARDS, ROLLER SKATES, ROLLER SHOES AND ROLLERBLADES.....	5
J. BABY STROLLERS AND BUGGIES.....	5
K. FOOD OR BEVERAGES.....	5
L. INFANT CARE.....	5
M. SMOKING.....	5
N. AGE LIMIT.....	5
O. DRINKING AGE.....	5
P. USE OF RECORDING DEVICES.....	5
Q. CELLULAR PHONES, AND OTHER COMMUNICATION DEVICES.....	6
R. CHILD BEHAVIOR RULE.....	6
S. FAMILY DINING WAIT PROCEDURES AND CHILD CARE.....	6
T. ADULT LOCKER ROOMS.....	7
U. LOSS, DAMAGE OR THEFT OF PRIVATE PROPERTY.....	7
II. DRESS AND APPEARANCE.....	7
A. STANDARD DRESS.....	7
B. CASUAL DRESS.....	8
C. RESTRICTIONS ON AGE LIMITS AND COMMUNICATION DEVICES:.....	8
III. GUEST RULES.....	9
A. REGISTER.....	9
B. ACCOMPANY.....	9
C. FREQUENCY.....	9
D. IDENTIFICATION.....	9
E. RECIPROCAL.....	9
F. CARD ROOM (LOGAN ROOM).....	9
G. INFRACTIONS.....	10
IV. FACILITY AND EVENT RULES.....	10
A. EVENTS, PARTIES, WEDDINGS, OFF PREMISE CATERING AND OTHER BANQUETING.....	10
B. CLUB FACILITIES.....	10
C. EVENT SPACE.....	10
D. BOOKING, RESERVATIONS AND CANCELATIONS.....	10
E. CLUB, COMMITTEE & WOMEN’S GROUP EVENT RENTAL CONDITIONS.....	11
F. OTHER RULES.....	11
G. COMPENSATION FOR DAMAGES.....	12
V. VIDEO LIBRARY RULES AND PROCEDURES.....	12
A. DUES AND CHARGES.....	12
B. MEMBERSHIP CARDS.....	12
C. DVD RETURN.....	12
D. LATE CHARGES.....	12

E. LOST & DAMAGED CHARGES	12
VI. LIBRARY RULES	13
A. RULES - GENERAL	13
B. CIRCULATION	13
C. RENEWAL POLICIES.....	13
D. RESERVE POLICY	14
E. OVERDUE POLICIES AND FINES	14
F. LOST ITEMS.....	14
G. DAMAGE.....	14
VII. POOL POLICIES AND RULES	15
A. GENERAL POLICIES	15
B. GUEST POLICY	15
C. POOL RULES.....	15
D. BABY POOL RULES	16
VIII. GUEST STUDIO RULES	17
A. AUTHORIZED GUESTS	17
B. RESERVATIONS.....	17
C. CANCELLATIONS.....	17
D. LIABILITY AND LOSS.....	17
E. SETTLEMENT OF ACCOUNT	18
F. RESTRICTIONS AND CLUB ACCESS	18
IX. DOMESTIC HELPER RULES	18
A. CRITERIA.....	18
B. ACCESS.....	18
C. ACCOMPANYING AND SUPERVISION.....	19
D. FOOD AND BEVERAGES	19
E. FEES	19
X. DISABLED MEMBERS' PERSONAL ASSISTANTS RULES.....	19
A. CRITERIA.....	19
B. ACCESS AND USAGE	19
C. FEES.....	20
XI. PARKING	20
A. MEMBERS & GUESTS PARKING	20
B. MONTHLY PARKING STICKERS.....	20
C. PAY-PER-VISIT PARKING PERMITS	21
D. PARKING ATTENDANTS.....	21
E. KEYS AND LOCKING	21
F. VEHICLE CONTROL	21
G. STOPPING AND WAITING	21
H. CHAUFFEUR-DRIVEN VEHICLES.....	21
I. OFF-SITE CLUB SPONSORED EVENTS/FUNCTIONS.....	22
J. VIOLATIONS.....	22
K. LOSS OF PROPERTY	22
L. OVERNIGHT PARKING	22
M. OVERSIZED VEHICLES	22
APPENDICES TO THE HOUSE RULES.....	22
WOMEN'S GROUP HALLWAY SHOWCASE GUIDELINES.....	22

I. RULES - GENERAL

The Club endeavors to provide the best usage of its facilities for all its Members, the executive and family as well as their guests. In order to do this it follows that certain areas be designated for certain activities. Therefore, rules must be established and adhered to in order to most effectively utilize those areas.

The House Rules set forth in this document have been established by the House Committee and approved by the Board of Governors. This is a minimum list. It is not the intent of the House Committee or management to create an atmosphere of 'don't'.

It is expected that the Members will respect their Club and maintain it as the type of Club they wish it to be. Certain basic rules have been instituted for overall Club usage and are the result of many years of experience. We ask for your cooperation.

In order to fully understand these rules, it is necessary to realize who is actually a Member: A Member is that person who has applied for and been elected by the Board of Governors. Spouses and other Members of the family are considered to be 'Family Members'.

A. CLUB CARD

Your identification as a Member that must be presented when you use Club services or facilities. Cards may be issued to any family Member 8 years old and above. Cards are not transferable.

B. RULES ADHERENCE

Members, their families and guests shall abide by all Club rules at all times. They are expected to conform to generally accepted standards of good behavior; to act with appropriate courtesy to other Members, Club guests and employees. Infractions of Club rules may result in Management asking the offender to leave the relevant area of the Club. Infractions may also be brought to the attention of the House Committee for disciplinary action by the Committee or for referral to the Board of Governors.

C. RESPONSIBILITY – CONDUCT

The Member shall be responsible for the conduct of his/her family Members and guests at all times. The Member shall be responsible for the conduct of his/her Domestic Helper registered for supervising his/her children in designated areas.

D. RESPONSIBILITY – FINANCIAL

The Member shall be held financially responsible for the debts of his/her family and guests and for all damage to or destruction of Club property caused by said Member, his/her family and guests at all times.

E. AUTHORITY

Members have no authority over other Members, their guests or Club employees and must limit their action to reporting incidents to the General Manager or his designate. Only the General Manager is authorized to reprimand or discipline employees.

F. COMPLAINTS

All complaints and notices of violation of Club rules by Club Members, family Members, guests or employees shall be promptly reported to the General Manager or his designate.

G. TIPPING

Tipping is prohibited. If it is your desire to show your appreciation for service received, a donation to the Employees' Fund would be appropriate.

H. CASH

Cash is not accepted in the Club except for certain sundry purchases at the Member Services Desk and when otherwise specially permitted.

I. PETS, SKATEBOARDS, ROLLER SKATES, ROLLER SHOES AND ROLLERBLADES

Pets, skateboards, roller skates, roller shoes and rollerblades are not permitted on Club premises.

J. BABY STROLLERS AND BUGGIES

Accompanied Baby strollers and buggies, with a maximum width of 65cm, are permitted on floors B1, 1, and 2 of the Family Wing, and on the 5th floor in the Splash area and transporting to and from that area. This includes dining areas, but does not include the Library.

K. FOOD OR BEVERAGES

1. Club by-laws prohibit outside food and beverage from being brought into the Club, unless there is a valid medical reason. In compliance with health regulations, buffet and banquet left-over food and beverage are not allowed to be taken away. Home-made cake for a child's Birthday party at the Club will be exempt from this rule.

2. Food cannot be ordered or delivered between Family and Adult restaurants.

L. INFANT CARE

1. Infant care, including breast-feeding and diaper changing, must be confined to the Family Side of the Club and the B2 Banquet area.

2. Breastfeeding is permitted wherever infants are allowed in the Club. Mothers are requested to use discretion when breastfeeding.

3. Diaper Changing is restricted to areas equipped with changing stations in the following locations: 5F Changing Area, 2F Family Changing Area, 1F Family Side Mother's Room, 1F Family Side Restrooms, and B2 Banquet Restrooms.

M. SMOKING

Cigarette and electronic cigarette (E-cigarette) smoking is allowed in the designated portion of the Traders' Bar, in the B2 Banquet smoking cabin and on the CHOP Bar Terrace only. Cigar smoking is allowed on the CHOP Bar Terrace. No pipe smoking is allowed in the Club. There is no smoking permitted elsewhere on club property, including outdoors.

N. AGE LIMIT

Age limit is set in each area to provide a comfortable environment to all members. Adults are those persons who have attained the age of 20. Age limit in each area is outlined in the chart in Chapter II.

O. DRINKING AGE

Drinking age for alcoholic beverages is 20 years old in all Club areas.

P. USE OF RECORDING DEVICES

The use of audio, video, photographic, or functionally similar devices to record Members, their families or guests, to include private conversations, meetings, events or occurrences on Club premises, is strictly prohibited, unless (i) all parties have given their express consent to being recorded, and (ii) in the case of Club sponsored events, Club management has given either specific or general permission to record the event. In no event, shall any recording be used for other than purely private purposes. The unauthorized commercial use of recordings, transferring of recordings to third parties or posting on a commercial website, blogs or social media, permitted or otherwise, is strictly prohibited unless all parties have given their express consent.

Q. CELLULAR PHONES, AND OTHER COMMUNICATION DEVICES

Cellular phones, smartphones, tablets, laptops and other electronic communication devices shall not be operated in the Club for voice communication with the exception of the Traders' Bar, Winter Garden, the bowling center, the family and adult lobbies, elevator lobbies, family-designated dining areas and outdoor terraces. Additionally, use of a device's speaker for hand-free communication is prohibited. Members are reminded that when communicating through electronic devices that they remain considerate of those around them. The usage in each area is outlined in the chart in Chapter II C.

R. CHILD BEHAVIOR RULE

1. Children under 8 years of age must be accompanied by an adult at ALL times, this includes entering and leaving the Club and in ALL situations within the facility.
2. Children are to act in a courteous and well-behaved manner and walk quietly when entering and leaving the building and using the Club facilities.
3. Children in the Family Lobby and restaurants are to be seated.
4. Members are responsible for the behavior of their family and guests, children included, and ensuring that all Club rules are adhered to.
5. Restaurants
 - a. Children under 8 years of age must be accompanied by an adult at all times, this includes going to or from a table or getting food or beverages.
 - b. Children will use a "restaurant voice," loud voices will not be tolerated.
 - c. Shoes must be worn at all times, except when seated at the table.
 - d. Climbing on the buffet or other objects in the restaurants is strictly prohibited.
 - e. Members and guests must respect their fellow diners.
6. Chill Zone
 - a. The Chill Zone welcomes children 6 and under who are supervised by an adult.
 - b. Children 2 and under must be accompanied by and adult in the Chill Zone.
 - c. Shoes must be worn at all times in the Chill Zone.
 - d. The Chill Zone is divided with children 3 years old and over required to use one side and younger kids on the other side, they shall not mix.
 - e. Throwing of any items or other misbehavior will not be tolerated.
 - f. Members and guests must respect fellow users of the Chill Zone

S. FAMILY DINING WAIT PROCEDURES AND CHILD CARE

The following rules apply at Family Dining restaurants at peak times and when there is a wait-list:

1. Maximum of 90 minute table seating time.
2. Members without guests will be seated before Members with guests rotating ever 2 non-guest parties to every 1 with guest parties.

3. Provide subsidized child care while dining at Family Dining, subject to restrictions and availability.

T. ADULT LOCKER ROOMS

Children under the age of 12 are not permitted in the Adult Locker Rooms and should use the Family Changing Rooms on the second floor.

U. LOSS, DAMAGE OR THEFT OF PRIVATE PROPERTY

The Club shall not be liable for the loss, damage or theft of private property on Club premises unless (1) the property has been (a) duly entrusted to a Club employee, (b) the nature of the item or items and the approximate value has been accurately declared, and (c) a receipt has been issued, or (2) the loss, damage or theft is directly attributable to the negligent or willful action of a Club employee. The Club reserves the right to refuse, in its sole discretion, any property deemed dangerous, or of exceptional value. For information on the applicability of this policy to vehicles and their contents in parking, please refer to V. P. under Parking Regulations.

II. DRESS AND APPEARANCE

Tokyo American Club prides itself on ensuring a welcoming atmosphere for Members and their guests. In preserving the ambience and traditions of the Club, the following serves as the minimum dress code requirements. When in doubt, visitors should err on the side of more conservative attire. Clothing and accessories must not display inappropriate images or messages (in any language) and must be neat and clean. The Club staff has the authority to refuse service or ask Members and guests who are inappropriately dressed to leave the premises. In the event of any dispute in respect to the form of dress, the General Manager or his designee’s ruling will be final.

A. STANDARD DRESS

Location	
<ul style="list-style-type: none"> • 220° • American Bar & Grill • Club function facilities* 	<ul style="list-style-type: none"> • CHOP Steakhouse • Winter Garden • Transit spaces on Formal side of Club
Restrictions	
<p>Men</p> <ul style="list-style-type: none"> • Collared shirts • Collarless shirts are permitted only when worn beneath a blazer or sport coat • Slacks, khakis or jeans • Closed-toe dress shoes, loafers or sneakers <p>Women</p> <ul style="list-style-type: none"> • Dresses, blouses, sweaters or tops • Skirts, slacks or jeans • Open or closed-toe dress shoes, loafers, dress sandals or sneakers <p>Hats (except women’s dress hats) and athletic/exercise wear are not appropriate at any time.</p> <p>Dress shorts are acceptable for men and women from May 1 to September 30.</p> <p>Weekends: T-shirts, dress shorts and dress sandals (except flip-flops, shower shoes, soft plastic or foam clogs, such as Crocs, or similar footwear) are acceptable.</p> <p>*The dress code does not apply to private events held at Club function facilities or Club events where an alternative dress code is specified.</p>	

B. CASUAL DRESS

Location	
<ul style="list-style-type: none"> • 2F Formal side, including the Business Center, Library and Logan Room • Rainbow Café and Café Med • Foreign Traders' Bar 	<ul style="list-style-type: none"> • Frederick Harris Gallery • Recreation facilities • Transit spaces on Family side of Club
Restrictions	
<ul style="list-style-type: none"> • Club or sweaty exercise wear may not be worn in the dining facilities, Foreign Traders' Bar, Library or 1F lobby and B1 Family area, except when in transit to or from the Family side 1F and B1 entrances. • Hats are not permitted inside Café Med and Rainbow Café. • Footwear is required at all times, except in the Sky Pool area or as otherwise instructed. • Members in transit to or from the Sky Pool are expected to cover up. 	

C. RESTRICTIONS ON AGE LIMITS AND COMMUNICATION DEVICES:

The age limits, mobile phone and other electronic communication device usage in each area are outlined in the chart below:

Location	Age Limit	Exception	Mobile Phones & Other Devices
Adult Wing	18	Bars	
Common Areas	18	Children under 18 years old must be accompanied by an adult at all times in Formal Lobby for Guest Studios check-in and check-out	Allowed
Winter Garden	18		Allowed
Traders' Bar	20		Allowed
American Bar & Grill	18	Members aged 8 to 17 years old accompanied by their parents on weekends and holidays	Not Allowed
Chop Steakhouse, Chop Bar & 220 ^o	18, 20 for Bar	Members aged 13 to 17 years old accompanied by their parents in Chop Steakhouse and 220 ^o .	Not Allowed
Guest Studios	None	Children under 18 years old must be accompanied by an adult at all times, access will only be via the Family Wing or Adult Wing B1 elevator	Allowed

Location	Age Limit	Exception	Mobile Phones & Other Devices
Family Wing (Except as noted below)	Under 8 must be accompanied		Allowed using earphones only
Sky Pool	Under 10 must be accompanied	Swimming Certified	
Fitness	16	Organized programs	Allowed using earphones, for listening purposes only
Spa	16	Organized programs	Allowed using earphones only
Locker Rooms	12		
Sun Decks	Adults only		
Teen Room	13		
Child care	6 months		

III. GUEST RULES

Members may bring any number of guests to the Club except where otherwise specified.

A. REGISTER

1. Members shall register their guests aged two years and over prior to arrival or sign them in at the desks located in the Family and Adult lobbies.
2. Guests' access to the Club is limited to the 1F Formal and Family entrances and the B1 Family entrance.
3. Registered guests will be issued a daily guest pass, which must be carried at all times.

B. ACCOMPANY

Guests may enjoy all Club facilities but only when in the company of their Member-host. When an unsponsored non-member is found using the Club facilities, they will be deemed to be trespassing on private property. They will be escorted to the security office for questioning and informed that they are barred indefinitely from entering the Club premises.

C. FREQUENCY

Guests shall not be permitted to use Club facilities on a social basis more than two (2) times per month.

D. IDENTIFICATION

Guests shall identify themselves to the Club Staff when requested to do so by showing their guest pass.

E. RECIPROCAL

1. Guests from Reciprocal Clubs may use Club Facilities as a full Member.
 - a. They must carry the identification issued to them on arrival and present it when utilizing facilities.
 - b. They may settle their accounts using credit cards—Master Card, AMEX, or Visa—at the time of purchase or may accumulate charges and settle at one time with prior approval of the General Manager.
 - c. Private functions sponsored by Reciprocal Members require a signed credit card imprint 10 days prior to the event. All final charges or cancellations will be charged against this imprint unless alternate arrangements have been made with Banquet Services.
2. Our Club members are expected to comply with all reciprocal club rules when visiting a reciprocal club as a guest.

F. CARD ROOM (LOGAN ROOM)

1. All Members and guests are required to sign in when using the Card Room. A guest fee of ¥1,000 applies to all guests.
2. Members are limited to no more than three (3) guests at any one time when using the Card Room. Members bringing in more than three (3) guests are required to get approval from the Recreation Office, which will coordinate with the specific Logan Room Committee Member whose activity would be affected.

G. INFRACTIONS

1. When it is found that a Member has not registered their guest upon arrival at the Club, or for use of a facility which requires separate registration or payment of guest fees, the following actions will be taken:

- a. The Member is automatically fined three (3) times the unpaid guest fee. The Member may appeal the fine at the next, or immediately following, regular meeting of the House Committee.
- b. The non-registered guest will be escorted off the Club premises by a security officer.

IV. FACILITY AND EVENT RULES

Tokyo American Club is a private club and welcomes events, parties, weddings, off premise catering and other banquet business. Certain rules apply.

A. EVENTS, PARTIES, WEDDINGS, OFF PREMISE CATERING AND OTHER BANQUETING

All private events and other functions must have an identified sponsor; either Member or non-Member. The sponsor is responsible for the contractual arrangement of the event to include all charges as well as the conduct of all guests attending the event. All private parties and events will be subject and held to the terms of the event contract or agreement.

B. CLUB FACILITIES

1. The Club facilities, other than those actually reserved for the event, are not available to event guests. Guests should go directly to the reserved room or designated area and not congregate in the foyers.
2. To open Club facilities or Club events to the general public requires approval of the Board of Governors (not applicable to private banqueting functions). Events and venues, including annual recurring programs and F&B outlets, must submit their requests annually for approval.
3. The Winter Garden is a space for the peaceful enjoyment of all adult Members. In this spirit, business meetings with evident display of excessive business papers; computer monitors for presentations; loud audio/video calls, and meetings including large groups and/or for extended lengths of time are not allowed. Private meeting rooms are available for these purposes.

C. EVENT SPACE

The following spaces can be contracted for events (non Member events may require approvals prior to confirming space):

- B2 – New York Ballroom including Manhattan sub-divisions, Annex rooms, Foyer and Brooklyn function rooms
- B1 – Classrooms
- 1st Floor – Bowling Alley and connected party room, outdoor terraces
- 2nd Floor – President's Suite, small meeting rooms
- 3rd Floor – CHOP Steakhouse, CHOP Bar, 220° and Tokyo Tower Terrace
- 5th Floor - Splash terrace

Other areas are also available with certain restrictions and approvals.

D. BOOKING, RESERVATIONS AND CANCELATIONS

Any and all reservations (private, bridal, TAC Committee/TAC sponsored, Member or non Member) for space must be handled by Banquet Sales and are subject to the policies and procedures for booking and canceling space.

E. CLUB, COMMITTEE & WOMEN'S GROUP EVENT RENTAL CONDITIONS

1. The below room rentals and conditions apply to all Club, Committee and Women's Group events.

<u>Booking Window</u>	<u>Room Rental Discount</u>	<u>Available Space in Manhattan</u>
30 days out	waived with minimum F&B**	up to the entire ballroom
45 days out	waived with minimum F&B**	up to the entire ballroom
60 days out	80% discount	up to one half (either I & II or III)
90 days out	70% discount	up to one section of I or II
180 days out	60% discount	up to one section of I or II
More than 181 days	50% discount	up to one section of I or II

*this is available from 1-31 January, and 1 July through 31 August, except lucky days or other high revenue potential days.

**Minimum F&B revenue is equated at ¥3,500 for events held from 8:00 to 15:00 or ¥7,000 for events held from 15:01 to 22:00 per person.

Conditions:

- If set up and or service labor is not covered by the food and beverage revenue generated there will be an at cost additional charge for labor (set up/break down, service, culinary, stewarding)
- Room rental will be calculated on regular retail for a like event - with or without food & beverage
- Food & Beverage pricing will be the member pricing structure with no additional discounts from menu pricing
- Any special menus will be calculated at regular retail prices
- For events needing additional space, space will be released in accordance to the time line above
- Black outs will apply that will require full revenue to book any space (see #4 below)

2. The following club events are exempt from room rental and non-consumable fees:

Asian Home Furniture Sale	Fourth of July Celebration
Bon Odori	International Bazaar
Carpet Auction	Monthly WG luncheons
Christmas Day	Mother's Day
Easter	Super Bowl
Family Christmas Dinner Show	Thanksgiving
Father Daughter Dinner Dance	Welcome Back Party
Father's Day	

3. Culture, Community & Entertainment Committee "Approved Organizations" will receive a 50% discount on current room rates only. Regular banquet food and beverage prices, Member cancellation policies and reservation rules apply. Approved Organizations have no priority for reservations.

4. During the following blackout periods discounted events will not be booked: January 2 to 31, November 18 until December 28 and all "lucky days" (Taian and Tomobiki) in the Japanese calendar.

5. All Club events are subject to the policies and procedures for booking and canceling space.

F. OTHER RULES

1. If the sponsor contracts directly their own contractor/vendor/entertainer they are responsible for the actions, behavior, payment* and any damage caused by that person(s) or company unless it is otherwise noted in the event contract.

2. The following items are prohibited: flammable, combustible, or explosive objects.
3. Photography of any kind must be done in the specific room/area contracted and must not interfere or disturb any individual not associated with the event.
4. Club bylaws prohibit outside food and beverage from being brought into the club, unless there is a valid medical reason. All leftover food and beverages are not allowed to be taken away for health and safety reasons. Exception from this rule is homemade cakes for children's birthday parties at the Club.

G. COMPENSATION FOR DAMAGES

The sponsor (including all guests and employees of the sponsor) and contractors contracted directly by the sponsor shall take considerable care not to damage or destroy the club's facilities, furniture, fittings, etc. Damages will be judged at the Club's discretion, and the sponsor will be billed 100% of the direct and indirect costs, including loss of business. This includes damage caused due to intoxication.

V. VIDEO LIBRARY RULES AND PROCEDURES

A. DUES AND CHARGES

Monthly – Monthly fee charged to Membership account.

- Limit of 5 DVDs (including 2 Express) rented at 1 time.

Per DVD – rent on a per DVD basis.

- Limit of 5 DVDs (including 2 Express) rented at 1 time

Additional information and current fees are also available at the Video Library or on the TAC website.

B. MEMBERSHIP CARDS

Lending to non-Members of the DVD Library is strictly prohibited. Violation of this rule may result in suspension of privileges. The Club card must be presented each time movies are taken out. Exceptions cannot be made. Privileges are not available to reciprocal Members unless staying in the Guest Studios.

C. DVD RETURN

Every DVD box will be marked with its due date. Please return all DVD's to the Video Library. After hours, please use the DVD return box located outside near the B1 entrance, and inside the B3 entrance.

D. LATE CHARGES

Any DVD not returned by its due date will be assessed late charges for each additional day the DVD is held up to a maximum of 5000 yen at which point the DVD will be deemed lost and an accident replacement charge added. Late fee information is available at the Video Library or on the TAC website.

E. LOST & DAMAGED CHARGES

Replacement costs will be charged for lost and damaged DVD's and DVD cases. Replacement cost, less late charges, will be refunded if found and returned undamaged before the replacement DVD has been ordered.

VI. LIBRARY RULES

A. RULES - GENERAL

1. Usage

Use of the Library and its resources is restricted to Club Members. Guests of Club Members may visit the facility in accordance with Club guest policy. Library check out privileges are not available to Reciprocal Club Members.

2. Children

Children under the age of eight must be accompanied by an adult as required by Club policy. Eight to twelve-year-olds may use the children's section while the accompanying adult is in the adult section.

3. Food and Beverages

Food and beverages are not allowed in the Library. Beverages are allowed in the Adult Reading Room only.

B. CIRCULATION

1. Library Property

All circulating Library property must be checked out through a member of the Library staff.

2. Patron Identification

Patrons must show their Club Membership card when checking out circulating Library material.

3. Check Out Period

Books, magazine back issues, instructional DVDs and audio books may be checked out for a period of 14 days.

4. Maximum Check Out

A maximum of ten (10) books, three (3) sets of audio books and three (3) magazines may be checked out at a time, per Member's own Club Card or children's Library card.

5. Returns

During Library hours, materials are to be returned to the circulation desk or the drop boxes located outside the B1 entrance and inside the B3 entrance. After hours, please use the book return boxes located outside the B1 entrance and inside the B3 entrance. Parking Attendants and Security Guards at the driveway control gate will also accept returns.

C. RENEWAL POLICIES

1. New Items

Books or CD marked "NEW" may not be renewed.

2. Overdue Items

Any overdue book, tape, or magazine may not be renewed unless the overdue fine is paid. In case of telephone renewal, a Club chit will be completed at the time of renewal.

3. Reserved Items

Books, CD, DVDs or magazines reserved by another Library patron may not be renewed.

4. All Other Items

All other materials may be renewed in person, by telephone or by E-mail for a further 14-day period. Materials may be renewed twice.

D. RESERVE POLICY

1. Reserve Card

Library patrons may reserve circulating Library materials upon completion of the reservation card available from the Library staff.

2. Notification

When the reserved item becomes available, the member will be notified.

3. Holding Period

Reserved items will be held for a maximum of seven (7) days and then returned to circulation.

E. OVERDUE POLICIES AND FINES

1. Overdue

Circulating Library materials are considered overdue from 9am the day following the date stamped on the due date slip.

2. Fines

All overdue fines are charged to member accounts on a monthly basis.

3. Payment

Overdue fines under 1,000 yen may be paid in cash or by chit. Fines over 1,000 yen may be paid by chit only.

4. Maximum Fine

The maximum fine per adult material is 3,000 yen and 2,000 yen per children's material.

F. LOST ITEMS

1. Lost

Any book not returned within 14 days after the final overdue notice has been sent will be considered lost.

2. Charges

Lost Library books or audio books will be charged at a replacement cost of the item plus a 3,000 yen handling fee. Lost magazines will be charged the replacement cost of the item plus a 1,000 yen handling fee.

3. Refund

Replacement cost for the lost item will be refunded if the lost item is later found and a replacement has not yet been ordered. Handling fees are not refundable.

4. Overdue Fees

Overdue fees are not charged when replacement and handling fees are paid.

5. Replacement items

Members may not purchase replacement books or CDs when an item is lost or missing. The Library reserves the right to refuse replacement items offered by members. Handling charges are applicable in all situations.

G. DAMAGE

1. Fine

Damaged Library books or audio books will be charged at a replacement cost of the item plus a 3,000 yen handling fee. Damaged magazines will be charged the replacement cost of the item plus a 1,000 yen handling fee.

2. Damaged

A multi-tape set of audio books is considered irreparably damaged when one or more of the cassettes are damaged or missing.

VII. POOL POLICIES AND RULES

A. GENERAL POLICIES

1. All persons using the pool and allied facilities do so at their own risk. Tokyo American Club is not responsible for injuries suffered in and around the pool area resulting from negligence on the part of the pool user, with respect to the rules listed below, or through noncompliance with the lifeguard's instruction.

2. The pool manager, lifeguards and all other staff have a day-to-day responsibility for the safe and efficient operation of the pool. Within the pool area all Members must respect their judgment.

B. GUEST POLICY

Non-Members may be brought to the pool area by Members. The same guest may visit the pool no more than twice a month. Guests must be accompanied by their hosting Member at all times. Guest fees apply. Nannies or maids accompanying children must be a registered domestic helper or register as a guest.

C. POOL RULES

1. Sign In

All Pool users must sign-in at the pool office before using the pool.

2. Age and proficiency

a. Children under the age of 10 must be accompanied by a responsible adult at the pool area at all times.

b. If a child under age 10 cannot swim the full length of the Pool (25m), a responsible adult (18 years or older) must accompany them in the water (no further away than one arms length).

c. Any child between 5yr to 9yrs who are able to pass a competency test administered by a Pool staff they will be permitted to swim on their own without in-water supervision (for more information see super swimmer program)

d. Any child under 5 years, must have in-water supervision (no further away than one arms length).

3. Toilet training

Any child using the pools who is not toilet trained must comply with the Pool's Double-Diaper Policy. A Club-approved, disposable swim diaper should be worn underneath a reusable, elastic-legged and elastic-waist over-diaper.

4. Glass containers

No glass containers are allowed anywhere in the pool or locker room areas.

5. Floatation and Scuba Devices

Acceptable flotation devices are allowed only in the open swim area except when the pool is crowded. The use of flotation devices to assist small children is permitted only under direct adult in-water supervision. The lifeguard on duty will determine when the pool is too busy to use flotation devices. Use of scuba and related underwater equipment is subject to approval of the Lifeguard.

6. Conduct

- a. Running, horseplay, and excessive noise are not permitted.
- b. No one is permitted to sit in the lifeguard chairs, except guards.
- c. Socializing with or distracting the guards while they are on duty is prohibited.
- d. Swimmers must stay off the ropes and lane lines.
- e. Swimmers must be aware of the lifeguard's whistle and stop when heard.
- f. Profanity and unnecessary yelling, or calling for help unless needed is prohibited.
- g. Breast-feeding is not permitted on the pool deck.
- h. Diving, including somersaults is not permitted from pools edge. Exception: Diving as part of swim team training.

7. Sanitation

- a. All swimmers must take a cleansing shower before entering the pool.
- b. No one may swim with a bandage or an open sore.

8. Swim wear

- a. Swimming in cutoff jeans, Bermuda shorts, TAC rental shorts or any similar wear not designed for swimming is not permitted.
- b. Nude and topless sunbathing is prohibited in all areas
- c. No street footwear is permitted on the pool deck, although decks shoes/sandals are permitted; lifeguards, coaches and instructors exempt.

9. Alcoholic beverages

- a. Admission to the pool will be refused to anyone under the influence of drugs or alcohol.
- b. If, in the opinion of the pool management, it is unsafe to allow a person to swim, that person may be restricted from swimming.

10. Weather closing

In case of lightning or thunder the pool has to be vacated for a minimum of 30 minutes.

11. Food & Beverages

No food or beverage is permitted on the main deck.

D. BABY POOL RULES

1. Age limits

The baby pool is for children age 5 and under. Lifeguards are not stationed at the baby pool. Parents are expected to supervise their children at all times.

2. Toilet training

- a. Children who are not fully toilet trained must wear waterproof swim diapers or disposable swim pants. Regular disposable diapers are not permitted.

b. The unrestricted changing of diapers and clothes in the pool area is not permitted. Please use the locker room, family changing space, restroom facilities, and baby change table (located adjacent to the wading pool) provided for this use.

3. Supervision

Children in the Wading Pool area must be accompanied and supervised by a responsible adult over the age of 18 at all times. Reading, knitting or other distracting practices by the attending adult is a dangerous practice.

4. Emergencies

The lifeguards will attend to emergencies. However, they are not baby-sitters. Children are the parents' responsibility. Children will be asked to leave the water if not under the competent supervision of an adult.

VIII. GUEST STUDIO RULES

A. AUTHORIZED GUESTS

1. Members, their sponsored guests, reciprocal club members and management approved non-member guests are authorized to use all Club facilities during their stay.
2. All guests staying in the studios must be registered.
3. A picture ID must be presented upon check-in if the guest is a nonmember.
4. All guests under 18 years of age must be accompanied by an adult at all times in the Guest Studios and 4th floor Studio area.

B. RESERVATIONS

1. Check in time is 3:00 p.m.
2. Check out time is 12:00 p.m.
3. Maximum Occupancy per Studio is 4 people
4. Reciprocal Members must be guaranteed by a credit card and an introductory letter from their club upon making a reservation.

C. CANCELLATIONS

1. All confirmed reservations canceled before 10:00 p.m. 7 days (local time) prior to check in are not subject to cancellation charges.
2. All confirmed reservations canceled after 10:00 p.m. 7 days (local time) prior to check in will be charged one night's confirmed rate.
3. All confirmed reservations canceled after 10:00 p.m. 3 days (local time) prior to check in, and no-shows, will be charged for the entire confirmed stay.

D. LIABILITY AND LOSS

1. The club is not responsible for money, jewelry, valuables or any personal belongings, left by guests anywhere on the club premises or in the safety box.
2. 5,000 yen per key card to be charged for any damage and/or loss of a Studio key card. (Studio Key cards must be returned upon check out)

E. SETTLEMENT OF ACCOUNT

1. For Regular Members all charges will be settled to their Member account.
2. For guests without a Member account credit card payments may be accepted.
3. Credit cards will be pre-authorized for the full stay plus 10,000yen per day for incidentals.

F. RESTRICTIONS AND CLUB ACCESS

1. After hour access to the Studios is only available with the studio keys through certain security locked doors after hours.
2. Paid Overnight parking is available for a member's registered car or temporary parking permission for other studio guests.
3. Vehicles cannot enter or exit the club between 11:00pm and 6:30am.
4. All guest studios are non-smoking; a room recovery fee equal to 1 day's rate will be charged if there is evidence of smoking in the Studio.
5. All Studio guests must follow the Club's General Rules and House Rules during their stay.
6. After hour access to the Studios is only available with the Studio keys at designated security locked doors.
7. Club staff is available during club closure hours in the event of an emergency.

IX. DOMESTIC HELPER RULES

A. CRITERIA

1. Domestic Helpers and One-Day Helper pass holders must be 18 years of age or older, have an understanding of English and be physically capable of supervising small children.
2. Domestic Helpers and One-Day Helper pass holders will be familiar with all club rules and agree to conditions of use including: access, charging, loitering, identification, supervision of children and proximity to the children.
3. Domestic Helpers and One-Day Helper passes require in advance registration (name, date of birth, nationality, relationship to Member if any and name of children to be escorted) at the Membership Office.
4. Domestic Helpers and One-Day Helper pass applicants must come to the Membership Office with identification and submit to an explanation of the rules and conditions to complete registration.
5. One-Day Helper passes must be returned to Member Services or the Membership Office when leaving the Club. Failure to return the one-day pass shall incur a 5,000 yen penalty by the Member.

B. ACCESS

1. Family Wing only as detailed in 2, 3, 4 & 5 below and with the children for which they are responsible.
2. B1: Cellar, Activity rooms and Casual play area. The Waiting Areas are the casual play area and the seats outside activity rooms.
3. 1st floor: All member areas except Mother's Room (breast feeding room)

4. 2nd Floor: Library, Activity areas where their responsible children have activities and changing rooms. Waiting Area: Seats outside the gymnasium

5. Sky Pool: Common areas, changing rooms, Splash, decks surrounding the pools. The Waiting Area is the Pool Deck. They are not permitted to swim without payment of the guest fee.

C. ACCOMPANYING AND SUPERVISION

1. Only children as designated in the application
2. Responsible for the conduct of the children in their charge
3. Must remain with the children at all times unless in a specified waiting area when children are engaged in supervised activities.
4. Some specific youth programs may require the participation of the parent. Members should confirm prior to registration.

D. FOOD AND BEVERAGES

1. Family Dining (no alcoholic beverages)
2. As provided in rules, food and beverage may not be brought to the club for consumption.

E. FEES

1. Domestic Helper monthly fee: 6,000 yen.
2. One-Day Helper pass: 1,000 yen.
3. Penalty fee for failure to return card: 5000 yen.

X. DISABLED MEMBERS' PERSONAL ASSISTANTS RULES

A. CRITERIA

1. Disabled Members' Personal Assistants must be 18 years of age and have an understanding of English.
2. Disabled Members' Personal Assistants require in advance submission of a Physical Disability Certificate (Shintai Shogaisha Techo) and registration (name, date of birth, nationality, relationship to Member if any) at the Membership Office.
3. Disabled Members' One-Day Personal Assistants passes must be returned to Member Services or the Membership Office when leaving the Club. Failure to return the one-day pass shall incur a 5,000 yen penalty by the Member.

B. ACCESS AND USAGE

1. Disabled Members' Personal Assistants have access to all areas of the Club, but are required to be in the accompaniment of the Member to whom registered.
2. Disabled Members' Personal Assistants may assist the Member to whom they are registered in using the Recreation facilities without incurring guest fees.
3. Disabled Members' Personal Assistants are not permitted personal or guest usage of the Recreation facilities.

C. FEES

1. Disabled Member Personal Assistant monthly fee: 6,000 yen.
2. Disabled Member One-Day Personal Assistant pass: 1,000 yen.
3. Penalty fee for failure to return card: 5,000 yen.

XI. PARKING

The Club parking lot is intended for Members using Club facilities. TAC parking has limited space for vehicles. Parking and leaving the club premises is not permitted. Parking without authorization is not allowed. Members and Guests are expected to obey the rules at all times. **FAILURE TO COMPLY WITH PARKING RULES WILL RESULT IN SUSPENSION OF PARKING PRIVILEGES** and repeated violations may result in further disciplinary actions.

The following safety precautions must be observed:

- Safe driving must be practiced at all times.
- All vehicles must come to a full stop at ALL posted stop signs.
- Parking is only allowed only in designated parking spaces and mechanical parking regardless of vehicle size, make or model.
- Children and pets must not be left unattended in a vehicle at any time.
- Members and guests planning to consume alcoholic beverages should not drive to the Club.
- Bicycles or pedestrians are not permitted on the parking ramp or areas designated for motor traffic.

A. MEMBERS & GUESTS PARKING

1. Members' vehicles bearing a current parking sticker or permit will be given priority parking on a first-come first-served basis.
2. Members, non-Member guests or Event/Function/Banquet attendees may be allowed to park on a space-available basis for a fee, as outlined below in paragraph C, Pay-Per-Visit-Parking Permits.
3. Designated guests may be offered parking when invited as guests to attend Club and/or private functions, and will be issued a parking permit.

B. MONTHLY PARKING STICKERS

1. Club parking stickers will be initially issued by application in person. Club parking stickers will remain active until the Member cancels that sticker number. Parking stickers are valid only for license plates indicated on the permit registration form. A copy of the current Shaken (Car Inspection Certificate) must be provided when registering the vehicle. Only Member-owned or Member company vehicles may be registered.
2. Parking stickers issued for multiple vehicles are valid only for license plates indicated on the permit registration form. Up to three (3) vehicles can be registered for each multiple parking sticker.
 - a. Single Permit: Allows Member to register up to 3 vehicles but may park only one vehicle at a time. Additional vehicles may be permitted only when registered as outlined in the Per-Visit-Parking Policy.

b. Multi Permit: Multi2 (up to 2 vehicles) and Multi3 (up to 3 vehicles) permits allow Members to register multiple vehicles and park more than one of those vehicles at a time. Additional vehicles may be permitted only when registered as outlined in the Per-Visit-Parking Policy. Please note that the number of available Multi permits is limited and will be made available on a first come first served basis.

3. Parking staff will install the parking sticker in a location visible to parking attendants and the electronic parking gate reader. Use of a parking sticker on an unauthorized vehicle will subject the Member to suspension of parking privileges

4. Motorbikes and motorcycles will by necessity need to carry RFID access cards. Members are asked to notify Member Services when vehicles which are sold or disposed of.

C. PAY-PER-VISIT PARKING PERMITS

1. Pay-Per-Visit parking permits may be issued to Members and Guests, as outlined below. Parking fees and terms for Members without parking stickers and for guests are available on the Club web site in the Pay-Per-Visit Parking Policy. Please refer to the Parking Guide for additional information.

2. Members without parking stickers may request parking permits for themselves and/or their guests.

3. Parking is on a first-come, first-served basis. There are no reserved parking spaces.

4. Requests for non-Member parking must be made in advance of arrival by a Member, or staff. Requests directly from non-Members cannot be accepted.

5. All Pay-Per-Visit fees are charged to the sponsoring Member's account.

D. PARKING ATTENDANTS

Parking is under the control of the parking attendants. It is their duty to enforce all parking rules.

E. KEYS AND LOCKING

Members are asked to leave their keys in the vehicle when parked in the mechanical parking. Vehicles not parked in surface spaces must be left unlocked with keys in the ignition. It is necessary at times for parking attendants to move vehicles. Parking attendants will advise which spaces require Members to leave their vehicles unlocked and with the key in the ignition.

F. VEHICLE CONTROL

Drivers will remain in their vehicles until an attendant either takes control of the vehicle or directs it to a vacant parking space. DRIVERS MAY NOT ABANDON THEIR VEHICLES IN THE DRIVEWAY OR IN THE PUBLIC STREET OUTSIDE THE CLUB.

G. STOPPING AND WAITING

Members may use the "Stop & Go" zone for a maximum of 15 minutes. Vehicles which exceed the time limit will be issued a parking violation.

H. CHAUFFEUR-DRIVEN VEHICLES

Chauffeur-driven vehicles, belonging to Members, are required to have valid parking stickers in order to park on TAC property. They may be permitted to park at times when the parking lot is busy or posted as "FULL", only with parking attendant approval. However, drivers must remain in the vehicles at all times, and ensure that they do not obstruct traffic flow. Parking attendants have the authority to ask chauffeurs to leave and come back later for safety reasons, if traffic flow is or becomes congested.

I. OFF-SITE CLUB SPONSORED EVENTS/FUNCTIONS

Members with parking stickers may park at the Club to attend an off-site Club sponsored event or function. However, vehicles must be parked in the parking structure.

J. VIOLATIONS

Three (3) violations of any of the above rules, during one year, will result in a thirty-day (30) suspension of parking privileges. Repeated violations could result in forfeiture of Club privileges.

K. LOSS OF PROPERTY

Individuals' vehicles, and their contents, are parked at the Club at the sole risk of the Owner. The Club shall not be liable for loss or damage to, or theft of, vehicles (including the contents thereof) in the Club parking lot unless such loss, damage or theft is directly attributable to the negligent or willful action of a Club employee. Damage witnessed by Club staff will be documented. However, accidents between individuals must be resolved by and between those individuals.

L. OVERNIGHT PARKING

Monthly parking permit holders may arrange for overnight parking in advance. An additional overnight fee will be applied per night. In the event that a vehicle is left overnight due to alcohol consumption the overnight fee will be applied to the Member account. Vehicles will not be accessible outside of the Club hours of operation. Overnight parking for a Pay-Per-Visit permit holder may also be arranged. Pay-Per-Visit vehicles must exit the Club by 11am the following day or a second Pay-Per-Visit permit will be issued.

M. OVERSIZED VEHICLES

Vehicles that cannot be accommodated in the mechanical parking are required to park in surface spots. In the event that a surface space is not available Members may be requested to park offsite. Members will be informed if their vehicle is deemed "oversize" at time of registration. Vehicles may be deemed "oversize" at a later date by TAC staff. We reserve the right to decline Pay-Per-Visit requests should the make or model be one that is not able to be parked in mechanical parking.

APPENDICES TO THE HOUSE RULES

WOMEN'S GROUP HALLWAY SHOWCASE GUIDELINES

Purpose: The purpose of the Showcase is to highlight the talents and experiences of Women's Group (WG) members and instructors.

Guidelines: Below are the guidelines for displays in the Showcase:

1. The Showcase does not offer works for sale.
2. The following works are appropriate for the Showcase wall:
 - Works featuring WG classes
 - Works by WG class students and instructors
 - Works by WG members
 - Photos of WG activities, excursions, tours and programs, both current and historical, and items representing WG charitable activities
3. The WG will have a designee who is primarily responsible for all works, procedures and content of the Showcase.

4. The WG Board, or designee, will approach WG members and/or instructors to request works. They will determine works to be displayed with preference going to current class students and instructors. The WG will ensure members and/or instructors understand displayed works are not for sale. Consideration will be given to aesthetic appearance in order to maximize visual impact. All decisions will be final after concurrence by the Management representative.
5. Content, timing and length of time of each display will be at the sole discretion of the WG Board and/or designee, but must conform to TAC standards. When there are no proper display items, the Club's art collections may be displayed.
6. A sign will be produced for each project giving information about the event, member or class. This sign will be written carefully to ensure readers understand it is a Showcase for WG members' talents and WG programs, not a gallery for art sales.
7. The Showcase is located in an area of relatively high traffic, especially on weekends. All items will be handled with care; however the Club shall not be held responsible for any damage.

-End