



# TOKYO AMERICAN CLUB

一般社団法人 東京アメリカンクラブ

## HOUSE RULES

As of January 23, 2015

# TOKYO AMERICAN CLUB

## HOUSE RULES

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## **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 B-1, 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 Decanter Bar Terrace only. Cigar smoking is allowed on the Decanter 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 private conversations or meetings on Club premises, or Club sponsored events, is prohibited, unless (i) in the case of private conversations or meetings, all parties thereto have given their express or implied consent to being recorded, and (ii) in the case of Club sponsored events, the management of Club 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 permitted or otherwise, is strictly prohibited.

## **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**

Two dress codes (STANDARD CASUAL and FAMILY CASUAL) have been established with the goal of making the Club comfortable for our diverse membership. STANDARD CASUAL dress is generally acceptable in any part of the Club, and is always required on the Adult Wing, unless otherwise stated. FAMILY CASUAL is oriented to the Family Wing of the Club and recreational areas. Additional restrictions or liberties may be given in specific areas, and for specified activities. These rules apply to all users of our Club - both members and guests - and regardless of age.

**STANDARD CASUAL** means clean and neat clothing including collared shirts or turtlenecks at all times, slacks or denim trousers without holes or wear marks for men and dresses, blouses, skirts, pantsuits, slacks or denim without holes or wear marks, open or closed shoes, loafers, dressy sandals or leather footwear for ladies. Weekends, holidays and summer (June 1 through September 30) have some exceptions.

Standard Casual dress code prohibits at all time the following:

- Rubber flip-flops, rubber sandals, shower shoes, Crocs-type footwear
- Hats of any kind for men and women indoors (excluding ladies' dress hats) \*
- Clothing that is distressed or shows holes or wear marks
- Sleeveless or collarless shirts for men
- Bathing suits
- Club exercise wear, sweat suits, tracksuits
- Bare feet
- Cut-off, denim or low-rise shorts
- Exposed undergarments, bare midriff or excessively revealing clothing that might be considered offensive
- Clothing, accessories or exposed body markings (tattoos) must not display inappropriate messages (in any language), including any association with illegal or antisocial organizations or activities

\*Head coverings for medical or religious purposes are permitted.

Only those who meet the STANDARD CASUAL dress code may transit through the Winter Garden.

**FAMILY CASUAL** means clothing suitable to a healthy family and recreation environment. Club exercise wear and sweaty exercise wear may not be worn in the dining facilities, the lobby, B1 family area or the library. Members may transit directly to their car/exit from the workout facilities. Members in transit to and from the pool are expected to cover up. Foot wear is required outside of the pool area or as otherwise instructed.

Acceptable Dress for Women & Men in the Family Casual areas includes:

- Bathing suits are permitted at the Sky Pool, Splash! and sunbathing deck only; swimwear must not be offensive or excessively revealing
- Club exercise wear is permitted only in the fitness/sports areas (2F–5F)
- Athletic shoes are required in the fitness/sports areas and must be worn when using equipment
- Bare feet may be permitted in the fitness/sports areas, depending on the activity; footwear must be worn when transiting between areas

Inappropriate attire on the Family side

- Exposed undergarments, bare midriff or excessively revealing clothing, including swimwear, which might be considered offensive is not permitted
- Hats of any kind for men and women (excluding ladies’ dress hats) inside Café Med, Rainbow Café & Traders’ Bar (restaurant terraces hats are permitted)\*
- Street shoes are not allowed in the Gymnasium or Squash Courts; athletic shoes used in the Fitness Center, Gymnasium and Squash Courts must be for indoor use only
- Perspiration-soaked workout wear may not be worn outside of the fitness/sports areas, unless in transit to the locker rooms from the B1 Activity rooms or leaving the Club through one of the Family entrances
- Clothing, accessories and exposed body markings (tattoos) must not display inappropriate messages (in any language), including any association with illegal or antisocial organizations or activities

\*Head coverings for medical or religious purposes are permitted.

The Club staff has the authority to refuse service or ask Members that are inappropriately dressed to leave the area.

**A. STANDARD CASUAL**

This dress code applies to the Winter Garden, American Bar and Grill, Decanter, FLATIRON, Frederick Harris Gallery, Banquet Facilities, Meeting Rooms and all transit space on the Adult Wing of the Club. Please see the table and clarifications below for details.

<b>Clothing Restrictions</b>	<b>Weekdays</b>	<b>Weekends, Holidays &amp; Summer</b>	<b>Notes</b>
Collared or Turtleneck Shirt	Required	Required	
Sleeveless Tops for Females	Acceptable	Acceptable	
Dress Hats for Females	Acceptable	Acceptable	Excluding sports caps.
Sandals for Females	Acceptable	Acceptable	Non leather flip flops, shower shoes & sandals are not acceptable.
Closed Toe and Heel, Non-Plastic/Rubber Sandals for Males	Not Acceptable	Acceptable	
Shorts for Ladies and Men	Not Acceptable	Acceptable	Denim, cut off, sports or shorts with holes are not permitted.

continued overleaf

Clothing Restrictions	Weekdays	Weekends, Holidays & Summer	Notes
Clothing that is Distressed, has Holes or Wear Marks	Not Acceptable	Not Acceptable	Pants must be worn waist high.
Hats Indoors (Ladies & Men)	Not Acceptable	Not Acceptable	Ladies dress hats are acceptable.
Bathing/Swim Suits	Not Acceptable	Not Acceptable	
Bare Feet	Not Acceptable	Not Acceptable	
Club Exercise Wear	Not Acceptable	Not Acceptable	
Workout Wear and Track Suits	Not Acceptable	Not Acceptable	
Basketball Shorts	Not Acceptable	Not Acceptable	
Tank Top and Undershirt (Male)	Not Acceptable	Not Acceptable	

Additional clarifications and exceptions:

\*Dress code does not apply to private contracted use of Banquet Facilities.

\*\*The Foreign Traders' Bar and the Library are designated as FAMILY CASUAL.

### **B. FAMILY CASUAL**

This dress code applies to Family Dining, Recreation Facilities, the Library, Foreign Traders' Bar and all transit space on the Family Wing. Please see the table and clarifications below for details.

Clothing Restrictions	Weekdays	Weekends, Holidays & Summer	Notes
Bathing/Swim Suits	Pool Area, Splash and Sunbathing Decks only	Pool Area, Splash and Sunbathing Decks only	Must use appropriate cover, including T-shirts or towels while in transit. Exposed undergarments, bare midriff or excessively revealing clothing, including swimwear, which might be considered offensive is not permitted. This includes swimwear with bare coverage.
Club Exercise Wear	Inside Fitness/Sports spaces only	Inside Fitness/Sports spaces only	Restricted to floors 2, 3, 4 & 5 on the Family Wing.
Hats (Ladies & Men)	Acceptable	Acceptable	Hats inside Rainbow Cafe, Cafe Med and Traders' Bar are not acceptable.
Bare Feet	Inside Fitness/Sports spaces only	Inside Fitness/Sports spaces only	Shoes or sandals must be worn while transiting recreation spaces, and when using fitness equipment.

Additional clarifications and exceptions:

Hats of any kind for men and ladies (excluding ladies dress hats) are not permitted in any indoor area of the Club. Head coverings for medical or religious purposes are permitted.

\*Street shoes are not allowed in the Gymnasium or Squash Courts. Sneakers used throughout the Fitness Center, Gymnasium and Squash Courts must be for indoor use only.

\*\*Perspiration soaked workout wear may not be worn out of or below the Family Wing 2nd floor, unless in transit to the locker rooms from the B1 activity rooms, or vacating the Club through one of the Family entrances.

\*\*\*Club rental exercise wear is not allowed in the Library or below the 2nd floor of the Family Wing.

\*\*\*\*If your clothing does not meet the STANDARD CASUAL dress code you may NOT transit through the Winter Garden.

### 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 13 to 17 years old accompanied by their parents on weekends and holidays	Not Allowed
Chop Steakhouse, Chop Bar & 220 <sup>o</sup>	18, 20 for Bar	Members aged 13 to 17 years old accompanied by their parents in Chop Steakhouse and 220 <sup>o</sup> .	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
Sky Pool	Under 10 must be accompanied	Swimming Certified	Allowed
Fitness	16	Organized programs	Allowed
Spa	16	Organized programs	Allowed
Locker Rooms	12		Allowed
Sun Decks	Adults only		Allowed
Teen Room	13		Allowed
Child care	6 months		Allowed

### III. GUEST RULES

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

#### **A. REGISTER**

- 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.
- Guests' access to the Club is limited to the 1F Formal and Family entrances and the B1 Family entrance.
- 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.

## **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 – Decanter 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. DVD LIBRARY RULES AND PROCEDURES**

#### **A. DUES AND CHARGES**

Charges are subject to change without notice.

1. Monthly Dues

- Unlimited Monthly 2,500 yen: Members pay a monthly fee of 2,500 yen for unlimited rentals per month. Limit is 3 per check-out. Charges will appear on the Member's monthly statement. All DVD Library rules apply.

b. Unlimited Monthly 4,000 yen: Members pay a monthly fee of 4,000 yen for unlimited access, checking out up to five DVD's at a time. Charges will appear on the Member's monthly statement. All DVD Library rules apply.

c. Per Tape/DVD: Per Tape/DVD Members pay for each tape/ DVD checked out. Full-length films are charged at the rate of 400 yen each and at 200 yen each for short features under 60 minutes. Charges will appear on the Member's monthly statement. All DVD Library rules apply.

## 2. Membership Card

Please present your Club Membership card. Family Members may not use another family Member's card. 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.

## 3. Tape/DVD Rental

Three (3) titles may be rented per family at any one time. Two short subjects, such as cartoons, count as one (1) title. Express CD/ DVD's may be checked out for 3 days. Regular CD/DVD's may be checked out for 7 days. Only one (1) Express tape/DVD per family may be checked out at one time. A Reserve tape/DVD counts the same as an Express tape/ DVD. Except for Reserve CD/DVD's, there is no reservation service. CD/DVD's will be checked out on a first come-first served basis. CD/DVD's cannot be renewed at the same time they are returned.

## 4. Tape/DVD Return

Every tape/DVD box will be marked with its due date. Please return all CD/DVD's to the DVD Library. After hours, please use the tape return box located outside near the B1 entrance, and inside the B3 entrance. Parking Attendants and Security Guards at the driveway control gate will also accept returns.

## 5. Late Charge

Short CD/DVD's 150 yen; Regular CD/DVD's 300 yen; Reserve CD/DVD's 1,000 yen; and Express CD/DVD's 500 yen charged per day, per title (5,000 yen maximum charge). Any DVD not returned by its due date will be assessed late charge for each additional day the DVD is held subject to the maximum amount; late Reserve CD/DVD's will be charged 1,000 yen per day.

## 6. Lost Charges

Either replacement cost or late charges will be charged for lost CD/DVD's, whichever is more. Replacement cost, less late charges, will be refunded if found and returned undamaged. The cost of replacement, shipping, plus 1,000 yen will be charged.

## 7. Damaged CD/DVD's

Replacement cost will be charged if the tape/ DVD damage is due to the Member's negligence.

## 8. Lost Tape/DVD Box

200 yen per box will be charged.

## **B. RESERVE CD/DVD's**

Extremely popular new movies are available on reserve. A Reserve tape/DVD counts as one Express tape/DVD.

### 1. Sign-up

Sign-up must be in person by a DVD Library Member.

### 2. Pick-up

Reserve tape/DVD pick-up days are Tuesday, Thursday and Saturday.

### 3. Return

Return days are Wednesday (for CD/DVD's picked up on Tuesday), Friday (for CD/DVD's picked up on Thursday), and Monday (for CD/DVD's picked up on Saturday). CD/ DVD's must be returned by 9 p.m. or use one of the drop boxes prior to 9 a.m. the next morning.

### 4. No-Show

If you forget your reservation and do not pick up your tape/DVD, a no-show fee of 1,000 yen will be charged to your account. Staff will not call to remind you to pick up reserve CD/ DVD's.

### 5. Cancellation

Cancellations must be directed to the DVD Library at least one day before your reservation date to avoid a no-show fee. Reservations may be cancelled by phone; however, you are responsible for the proof of cancellation number, given to you by the DVD Library staff.

### 6. Late Returns

Late returns will be charged 1,000 yen per day.

## **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 guests and reciprocal club members are authorized to use the guest studios.

2. Non-members must be introduced and guaranteed by a TAC member.

3. All guests staying in the studios must be registered upon check-in.

4. A picture ID must be presented upon check-in if the guest is a nonmember.

5. 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. Reservations can be made up to 6 months in advance of the arrival date.

2. Check in time is 3:00 p.m.

3. Check out time is 12:00 p.m.

4. Maximum Occupancy per Studio is 2 people
5. Maximum length of stay is 2 weeks
6. Reciprocal Members must be guaranteed by a credit card and an introductory letter from their club upon making a reservation.

### **C. CANCELLATIONS**

1. Cancellation charge is one day's guest studio charge.
2. Cancellations made not later than 10:00 p.m. local time 3 days prior to the arrival date - No cancellation charge.
3. Cancellations after 3 days prior to arrival date up to 1 day prior to arrival date – 50% cancellation charge.
4. Same day cancellations or no shows – 100% cancellation charge.

### **D. RESTRICTIONS**

1. All guest studios are non-smoking.
2. Staying guest's visitors are not allowed in the Studio after 10:00 p.m.
3. No visitors are allowed in the 4th floor Studio area after 10:00 p.m.
4. All guests must follow the Club's General Rules and House Rules during their stay.

### **E. 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. Any damage to furniture or equipment will be the responsibility of the guest.
3. 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)
4. 10,000 yen per card to be charged for any damage and/or loss of a temporary membership card (club access card)

### **F. SETTLEMENT OF ACCOUNT**

1. Payment can be settled both by Member account charge or guest's credit card upon check out.
2. For Regular Members, no credit card payment is accepted.

### **G. SECURITY, ACCESS AND PARKING**

1. Club's security staff (Bosai Center Staff) is available during club closure hours.
2. 24 hour access to the Studios is only available with the studio keys through certain security locked doors after hours.
3. Overnight parking is available for a member's registered car or temporary parking permission for other studio guests. There is a charge of 4,200 yen per stay.
4. Vehicles cannot enter or exit the club between 11:00pm and 6:30am.

## **IX. DOMESTIC HELPER RULES**

### **A. CRITERIA**

1. Domestic Helper must be 18 years of age or older with appropriate visa (if required), have an understanding of English and be physically capable of supervising small children.
2. Domestic Helper 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.

### **B. ACCESS**

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

## **X. PARKING**

TAC parking has limited space for vehicles. Parking and leaving the club premises is not permitted. Members and guests planning to consume alcoholic beverages are encouraged to use public transportation. Organizers of special events and other large functions are asked to suggest people working those events/functions, as well as attendees, to car-pool. 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 be grounds for forfeiture of Club privileges.

The Club parking lot is intended for Members using Club facilities. The following safety precautions must be observed:

Safe driving must be practiced at all times.

Children must not be left unattended in a vehicle at any time.

Pets are not allowed in vehicles at any time.

### **A. MEMBERS, GUESTS AND VIPs**

1. Members' vehicles bearing a current parking sticker or permit will be given priority parking on a first-come first-served basis.
2. Members who do not have parking stickers may be allowed to park on a space-available basis for a fee, as outlined below in paragraph D, Per-Visit-Parking Permits, and must have an approved written parking permit issued in advance of arrival.
3. 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 D, Per-Visit-Parking Permits, but must have an approved written parking permit issued in advance.
4. Members must meet their non-member guests at the B1 entrance.
5. VIPs, regardless of membership status, will be granted parking free of charge when invited as VIPs to attend Club and/or private functions, and must have an approved written parking permit issued in advance of arrival. A VIP is defined as:

All members of the Imperial Family

Persons of high ranking status who work in high public office

Persons invited in writing by the Club as a VIP to Club events or functions

Awardees invited to special award events or functions

Brides and grooms, and their parents attending wedding functions

### **B. 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. Please hand the parking stickers to a parking attendant. He will install the parking sticker in a location visible to parking attendants and the electronic parking gate reader. Members may ask for parking stickers laminated onto cards if they prefer to keep their windows clear. Use of a parking sticker on an unauthorized vehicle will subject the Member to suspension of parking privileges.

Motorbikes and motorcycles do not have adequate surfaces for mounting stickers so riders will by necessity need to carry RFID access cards. Members are asked to remove stickers from vehicles which are sold or disposed of, and return the stickers to the Member Services Desk or Parking Office.

### **C. MULTIPLE PARKING STICKERS**

1. 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. However, Members may park only one vehicle at a time except when an additional fee is paid as outlined in the Per-Visit-Parking Policy. A copy of each vehicle's current Shaken (Car Inspection Certificate) must be provided when registering multiple vehicles. Only Member-owned or Member company vehicles may be registered. Technology allows each vehicle to have its own sticker, but will still restrict free parking to only one vehicle at a time.
2. Use of a multiple vehicle permit for an unauthorized vehicle will subject the Member to suspension of parking privileges.

#### **D. 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. This policy is included in more detail in the Parking Guide handout.
2. Members with valid parking stickers may request parking permits for up to two business guests.
3. Members not having parking stickers may request parking for themselves and one business guest. If this Member is not driving, he/she may request parking for up to two guests.
4. Members with valid Multiple Parking Stickers may park two registered vehicles at the Club at the same time. Park the first car for free on the multiple parking sticker, and pay the Pay-Per-Visit fee for the second car.
5. Parking is on a first-come, first-served basis. There are no reserved parking spaces.
6. Requests for non-Member parking must be made in advance of arrival by a Member, Banquet Reservations or Decanter. Requests directly from non-Members cannot be accepted.
7. Members must meet their non-member guests at the B1 entrance.
8. Guest parking fees are charged to the sponsoring Member's account.

#### **E. UNAUTHORIZED USE**

Parking a vehicle without a valid parking authorization or staying overtime (15-30 minutes) in the "Stop & Go" zone will be subject to suspension of parking privileges.

#### **F. PARKING ATTENDANTS**

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

#### **G. MEMBERS WILL NOT ARGUE WITH PARKING ATTENDANTS**

Complaints should be made to the General Manager or his designate and will be handled promptly.

#### **H. KEYS AND LOCKING**

Vehicles must be left unlocked with keys in the ignition in designated areas. It is necessary at times for parking attendants to move vehicles to provide space for emergency maintenance. Parking attendants will advise which spaces require Members to leave their vehicles unlocked and with the key in the ignition.

#### **I. 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.

#### **J. STOPPING AND WAITING**

Members are reminded that "stopping" or "waiting" on the public street is illegal.

#### **K. 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.

**L. GUESTS**

Members who invite guests may request parking permits for the guests, and will be charged a parking fee as outlined in the Per-Visit-Parking Policy. Members must meet their guests at the B1 entrance.

**M. 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.

**N. 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.

**O. 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.

-End