

## **HOUSE RULES**

Since 1865, the Harvard Club of New York City has aspired to achieve its mission of creating "a community that is welcoming, promotes fellowship among its members and reflects the spirit of Harvard University." With more than ten thousand members who represent a diversity of professional and personal backgrounds, ideas, and ways of life, the Harvard Club is a manifestation of the common bond of our affiliation with and affection for Harvard. We value the Club as a place where members and their guests can enjoy themselves in a safe environment where mutual respect, courtesy, privacy and discretion prevail. While we appreciate the spirited exchange of ideas and the ability to use the Club for both relaxation and revelry, we must also be mindful of those who utilize the Club as a quiet oasis in a world of constant interruption. Understanding that there are some universally accepted norms of social interaction, the Club considers the treatment of its members, their guests, and the staff alike with common courtesy, dignity and respect to be of the utmost importance: The Board of Trustees and House Committee consider any person's failure to do so to be detrimental to the Club as a whole. The following House Rules set out the Club's policy on certain issues where there is not necessarily universal agreement or where the appropriate conduct is not self-evident. Certain Rules also reflect important long-standing practices of the Club. Violation of the House Rules and other behavior deemed detrimental to the Club as a whole or its members and staff are subject to action by the House Committee and/or the Board of Trustees under Article XIX of the Club's by-laws.

### **I**

The Club House will be open from 6:00 a.m. until 1 a.m. Members will not be admitted after 1 a.m. unless they are occupying bedrooms.

### **II**

Private events and other functions may be arranged through the Catering Office, subject to the control, and at the discretion, of the House Committee. The House Committee may require that the sponsoring member be present at the function.

### **III**

Subject in each case to the provisions of Rule XIV governing business papers, newspapers, magazines, books and other reading material (including electronic reading devices) are permitted for personal use throughout the Club. If such items are the property of the Club, they should not be cut, marked or in any way injured, or removed from the Club, except in accordance with regulations of the Library Committee.

#### **IV**

No article left at the Club by a member will be delivered to a messenger without a note from the member.

#### **V**

Tipping of any employee of the Club is not permitted.

#### **VI**

Members shall not send any employee out of the Club House. Members should never directly reprimand staff or act with disrespect to staff. Problems with staff should be reported to the General Manager, or in the General Manager's absence, to the Manager on duty, and to the House Committee.

#### **VII**

Appropriate dress is required throughout the Club for Members. Members are responsible for ensuring that their guests are aware of, and comply with, the dress code. Members are requested to support the staff in ensuring appropriate dress throughout the Club.

CASUAL ATTIRE, including jeans in good repair, is permitted on weekdays everywhere in the Club. Except as follows: after 5.00 PM., CASUAL BUSINESS ATTIRE is appropriate in the Main Dining Room and Harvard Hall. The accepted standard of casual business attire for men is collared shirts without jackets and ties. For women, an equivalent standard of casual attire is required.

CASUAL ATTIRE, including JEANS IN GOOD REPAIR, is permitted on weekends at all times everywhere in the Club. On weekends, from Memorial Day to Labor Day, Bermuda shorts are permitted on the Roof Top.

NOT PERMITTED: Gym clothes, sweat clothes, torn clothes, leggings, shorts, and beach attire are not permitted anywhere in the Club, except when a person is going directly to overnight rooms or athletic floors. Hats are not permitted, except for religious purposes and medical reasons.

#### **VIII**

Reservations for bedrooms will be honored in the order in which they are received. All reservations are considered guaranteed unless cancelled 24 hours in advance of expected arrival. The full daily room rate will be imposed if cancellation is made within 24 hours prior to the Club's designated check-in time.

Extended Room Reservations – Reservations for 21 days or more:

A guest room reservation made for 21 days or more will require payment guarantee of estimated guest room charges including applicable taxes. The member must provide the Club with a credit card upon arrival. All charges for long-term stays will be settled weekly and charged to the credit card on file. To secure a guest room stay beyond 21 days, a written approval from the House Committee will be required. Note: The Extended Stay policy is available to members only.

## **IX**

The Club considers the treatment of its members, their guests, and the staff alike with common courtesy, dignity and respect to be of the utmost importance. The Board of Trustees and House Committee consider any person's failure to do so to be detrimental to the Club as a whole.

Club members are responsible for any damage to Club property caused by them or their guests. Members' children under the age of 18 years may utilize the Club only under the supervision of a related adult member or, when the child is participating in a Club function that an employee of the Club is conducting, under the attention of such employee. Children under the age of 10 years may not utilize the Club at any time except under the constant active supervision of a related member or such related member's surrogate (i.e. caregiver). Children are expected to behave in a manner consistent with the Club's decorum.

## **X**

Members shall not use the name of the Club, its address, telephone number, fax number or any E-mail address at the Club on business stationery or the name of the Club in connection with communications to the press or the public. No member other than the President or a designee(s) of the Executive Committee shall communicate with the press or public regarding matters concerning the Club. Nothing in this Rule shall prohibit a member from the discreet use of a post office box at the Club on business stationery in accordance with the then prevailing rules concerning such boxes (provided, however, that only the box number and street address, but not the Club's name, may appear on such stationery), nor shall this Rule be deemed to prevent a routine communication with the public (other than the press) by a committee member, member of the Board of Trustees, or a Club officer acting within the scope of his or her responsibility under the by-laws as a person designated to communicate on behalf of the Club or committee.

## **XI**

The address, telephone number, email address or other contact information of a member shall not be revealed, except to another member. Lists of program event attendees shall not be provided to anyone, regardless of their membership status.

## **XII**

No working members of the press assigned to cover a story about the Club or about any public or private event held in the Clubhouse are permitted in the Clubhouse without prior approval

of the House Committee. Members shall not invite the press to the Club for any such purpose without prior approval of the House Committee.

### **XIII**

No usage of cameras, or sound or video recording devices, is permitted in any part of the Club for any purpose whatsoever, without approval of the House Committee. EXCEPT, members may use their Smartphones or small cameras to take photos ONLY of their guests in their immediate surroundings. The use of cameras shall be discreet, with no flash, no photographs of members or guests without their consent, and no disruption to other members and guests in their quiet enjoyment and use of the Club. AND cameras may be used at private functions exclusively for personal, non-public, use and then only within the confines of the reserved spaces for such functions.

### **XIV**

While the purposes of the Club are primarily social, members may engage in unobtrusive, informal business discussions within its public areas. The display of papers or documents that are or appear to be of a business nature is strictly prohibited in the Main Dining Room, the Grill Room, the Main Bar and the 27 West 44<sup>th</sup> Street lobby at all times. The discreet, limited display of such papers is permitted elsewhere within the public areas of the Club, including Harvard Hall, the balcony of the Main Dining Room, the Charles River Room, the Gordon Reading Room, the South Bar and the 35 West 44<sup>th</sup> Street lobby. For formal business meetings, members are required to engage private rooms through the Catering Office or other proper channels.

### **XV**

Please be advised that, although limited cell phone and PDA use is permitted in the areas indicated below, the Club discourages the use of cell phones for making and receiving calls because of their disruptive nature. Members who find it necessary to use cell phones are asked to be considerate of Club members.

All cell phones and PDA's must be set to "silent" or "vibrate" mode in the Clubhouse. Cell phones not set to "silent" or "vibrate" may not be used for any purpose in any area of the Club.

Discreet use of cell phones for making and receiving calls is permitted in the following locations: (i) the lobby and elevator lobby of 35 W. 44<sup>th</sup> Street, (ii) the telephone room and coat room of 27 W. 44<sup>th</sup> Street, (iii) the Charles River Room, (iv) the elevator lobbies on floors 2 through 7 of 35 W. 44<sup>th</sup> Street, (v) the area outside of Courts 2 and 3 on the 6<sup>th</sup> floor, and (vi) within the Club's private meeting rooms. Members may not use cell phones to make or receive calls anywhere else in the Clubhouse.

Discreet use of PDAs and cell phones for texting and emails is permissible throughout the Clubhouse.

Laptop computers, as long as they are silent, are permitted in the Clubhouse except for the Main Dining Room, the Grill Room, the Main Bar, the South Bar, the lobby of 27 West 44<sup>th</sup> and the main reading room of the Library.

#### **XVI**

No food or beverages shall be brought into the Club by members from the outside for consumption on the premises without special permission from the House Committee. Food and beverages are not to be served or consumed in the Library.

#### **XVII**

Pets are not allowed in the Club House. However, a disabled person may bring a working (on duty) service animal to assist such individual so long as the animal is properly restrained and does not pose a threat to the health or safety of others.

#### **XVIII**

No member may authorize the signing of bills, or utilization of the member's audit number, by any other person.

#### **XIX**

All requests and complaints shall be addressed in writing to: Chair of the House Committee, Harvard Club of New York City, 35 West 44<sup>th</sup> Street, New York, New York 10036 or by e-mail to [HOUSECHAIR@HCNY.COM](mailto:HOUSECHAIR@HCNY.COM)

#### **XX**

The service of alcohol to anyone under the age of 21 is illegal and is prohibited. The Club's staff is not permitted to serve alcohol to anyone who does not present satisfactory proof of age (in the form of official photo identification) upon request. In addition, the Club's staff is expected to and has the right to stop serving alcohol to any person who appears to be intoxicated or on the verge of becoming intoxicated. There should be no argument with any staff member who has exercised his or her judgment to refuse to serve alcohol to someone or to stop someone from further consumption of alcohol. The Club will hold accountable any Member who is responsible for an individual under the age of 21 who consumes alcohol at the Club, whether or not that Member was present at the time the alcohol was consumed.

## **XXI**

Consistent with New York City law, there is no smoking in any area of the Club at any time.

## **XXII**

The use, advertising, promotion, reproduction or appropriation of the Club's image, name, program descriptions from the Bulletin, the Club's web site and electronic newsletters, special events or physical property by individual members is strictly prohibited without prior approval of the House Committee and/or the Board of Managers.

## **XXIII**

These House Rules are applicable to members, holders of signing privileges and their respective guests and visitors to the Club. Members are responsible for ensuring that their guests are familiar with, and comply with, the House Rules.