

**JEFFERSON YACHT CLUB  
HOUSE RULES  
Revised September 2003**

**GENERAL RULES**

1. No member shall participate in planning activities that violate "House Rules."
2. No member shall negotiate or obligate the use of any club facility. All activities planned that include the use of any club facility must be coordinated with the Club Director/Manager or a designate.
3. Abuses to members, guests, or employees by members, guests or employees shall not be tolerated. Offenders will be subject to disciplinary action by the Board of Directors when the offense is properly reported and substantiated. Abuse should be reported to the Club Director/Manager within 72 hours in writing by letter or on a JYC incident report form obtainable from the Club Director/Manager.
4. Proper deportment will be required in the clubhouse by the members and guests.
5. Children shall refrain from boisterous, disorderly and discourteous conduct. They must be properly supervised by the parent/sponsor and are the direct responsibility of the parent/sponsor.
6. No pets will be allowed in the clubhouse or on the club grounds other than the parking lot with the exception of animals enabling the disabled.
7. Members must show their membership card or otherwise establish their identity if requested to do so by any of the employees, or by a member of the Board of Directors or a designate.
8. The club shall not be responsible for any loss or damage to any personal property sustained in the clubhouse or on the club grounds.
9. People in undress, i.e. bathing suits, without shirts, footwear, etc. shall not be permitted in the clubhouse. Proper cover-up clothing must be worn in the clubhouse at all times.
10. No member or employee of the club shall use club stationery with the name or insignia of the club for the purpose of sending circulars or communications to the members without first obtaining permission from the Board of Directors.
11. Fighting, violence of any kind, excessive drinking and profanity on the part of any person on club premises will not be tolerated. The responsible member(s) will be held accountable to the Board of Directors.
12. Members shall refrain from encouraging employees to violate these "House Rules."
13. The Club Director/Manager or a designate is required by the Board of Directors to notify a member of a violation of the House Rules and if the notice is disregarded, to report the infraction to the Board of Directors.

## **CLUB HOURS**

1. The clubhouse and other facilities will be open as prescribed by the Board of Directors and those hours will be posted on the club bulletin board.
2. Children through the age of 12 years will not be allowed in the clubhouse after 10:00 pm (or 11:00 pm during Daylight Savings Time) unless they are part of a private function.

## **CLUB PROPERTY AND ITS USE**

1. All members will be held strictly responsible for the willful breakage or damage to club property and will be billed for the same by the club.
2. No person will borrow or otherwise remove any item of furnishings, pieces of equipment or any other property that belongs to the club without expressed written permission of the Club Director/Manager.
3. All gifts or donations to the club must be approved by the Board of Directors.
4. Private parties held at the clubhouse must be sponsored by at least one member and at least one sponsor shall be present during the party.
5. In the event that the clubhouse is reserved by a member for a private party, other members shall have access to the club premises.
6. A closed party held in the clubhouse shall be attended by reservation only and must be approved by the Board of Directors.
7. Persons without proper authorization will not be admitted to areas restricted to employees only.

## **GUEST PRIVILEGES**

1. All persons not included in the member's household family as prescribed by the club By-Laws shall be considered a guest.
2. Guests of the Jefferson Yacht Club must sign the guest book. All guests' signatures must be countersigned by the member sponsor. This is a requirement of the Liquor Control Commission and will be strictly enforced.
3. In the event a member who has invited guests is unable to accompany them upon their arrival, the member can file their names with the Club Director or a designate.
4. A member sponsoring guests shall be responsible for their conduct and any debt or liability incurred by them to the club. The guests must leave with the sponsoring member.
5. Suspended or expelled members in accordance with the By-Laws are not allowed on club premises for any function under any circumstances.

6. Guests cannot purchase alcoholic beverages. This is a requirement of the Liquor Control Commission and will be strictly enforced.
7. The Board of Directors has the right to limit the number of visits of any individual as a guest who abuses the guest privileges of the club.

### **BAR AND RESTAURANT**

1. No person under the legal drinking age will be allowed in the bar area which includes the Tiffany tables.
2. The club bar, pursuant to the Michigan State Liquor Control Commission rules, will adhere strictly to the administrative rules without exception.
3. No person in an intoxicated condition will be served any alcoholic beverage.
4. No gaming not approved by the State of Michigan shall be allowed on Club premises.
5. No member or guest shall remain on club premises after 2:30 am.
6. No food, alcoholic beverages or other refreshments shall be brought in or served except by the club from club facilities.

### **BULLETIN BOARD**

1. The official Club Bulletin Board shall be kept in a conspicuous place in the clubhouse. No notices shall be posted except such as required by the By-Laws or House Rules or as may be authorized by the Board of Directors relating to the business or affairs of the club.
2. Posters, notices, advertisements, etc., not categorized above shall be displayed in the clubhouse on the space provided. Under no circumstances shall those items be nailed, tacked, taped or otherwise affixed to the walls, windows, or furnishings in the clubhouse.

### **EMPLOYEES**

1. Improper conduct by employees shall be reported to the Club Director/Manager. Members shall not reprimand or criticize employees. Complaints of this nature must be made at the time the unsatisfactory service or inattention occurs. Complaints may also be made in writing by filing with the Club Director/Manager or the Board of Directors.
2. Employees are encouraged to communicate with members in a friendly manner. Under no circumstances should an employee initiate communications except in the course of normal business practices. These practices include cordial greeting, concern of the member or guest's well-being, and the member or guest's satisfaction with food and services. Further communication between employees and members or guests, only when invited by member or guest, is allowed, provided it does not interfere with the employee's performance of normal assignments.
3. Employees associating with members or guests socially within the clubhouse without the express permission of the Club Director/Manager is forbidden.

4. All employees are responsible only to the Club Director/Manager or a designate. Under no circumstances should they respond to any undue criticism or complaints of food, service, facilities and clubhouse activities. The complaint must be made directly to the Club Director/Manager or a designate.

### **CHARGE PRIVILEGES**

1. All prospective new club members who desire to use a charge account will be required to make a \$200.00 escrow deposit and pay their account by the 15<sup>th</sup> of the following month. The six month review requirement shall also apply. Again the deposit shall act as a guard against a delinquent status situation.
2. Upon becoming a delinquent charge member, all club privileges will be suspended until the account balance is paid in full.
3. There shall be a list of names posted monthly behind the bar to indicate delinquent charge members. This list shall also be posted on the club bulletin board.
4. We recognize the fact that on rare occasions a member who intends to pay cash and not charge may leave the club and forget to pay the bill. If the member has a charge account it will automatically be added to the account. If a member has no charge account, they will be immediately notified by phone or mail and be requested to settle the amount owed.

### **ENFORCEMENT AND CHANGES OF HOUSE RULES**

1. The comfort and convenience of all members demand strict observance to the By-Laws and House Rules. A violation by any member shall be reported to the Board of Directors for appropriate disciplinary action.
2. Any or all of these rules may be changed by the Board of Directors at any time the Board deems that it is in the best interest of the club. These changes will be posted on the club bulletin board.
3. Any member of a member's household family who is determined to have been guilty of an infraction of any of the House Rules shall be subject to such penalty as the Board of Directors may impose, in accordance with the By-Laws.