

HOUSE RULES & REGULATIONS

The Metropolitan Society

Dated June 2021

1. General Guidelines

- A. Any member who fails to pay his dues, fees or other charges within 30 days will receive a delinquent notice of SUSPENSION of club access privileges. Access will be reinstated after payment in full of all outstanding debt. If the delinquency continues for 60 or more days, the member will be terminated from club membership in accordance with Sections 2.8 and 3.2 of the Society's Operating Agreement. On termination or failure to pay members' dues, all locker contents will be removed and held by the board for 30 days to be disposed of in any manner that they elect. If the member wants to retrieve the items, they will need to reconcile any outstanding balance and return their locker key within 30 days of termination. Any member who loses their access card/FOB or locker key will require to pay \$25 for each item lost.
- B. No member or guest may use club stationery or issue any other communication (written or oral) bearing the name or identity of the club for Society business purposes, publication or release to the news media, without permission of the Board. The Board will designate a SPOKESPERSON for such communications. All items of personal apparel bearing the logo of the society must be pre-approved by the Board.
- C. The Board will develop and post a checklist for periodic inspections and contact with approved maintenance contractors and Board Members. Emergency telephone numbers will be posted on the Bulletin Board in the galley/kitchen area.
- D. Newspapers, magazines, videos, DVD's, books and other material and equipment that are the property of the Society may not be removed from the club or otherwise defaced. Members are PROHIBITED from bringing pornographic material of any kind into the club.
- E. Requests for changes to the HR&R must be submitted in writing to the Board for consideration and approval.
- F. Our new cloud-based software platform offers transaction history as of April of 2021. If a member would like any older transaction history, please submit a formal report to the board. All membership renewals will be automatically renewed no matter which membership type. Certain other charges will be done manually, like guest fees and associate yearly fees and additional door access fees, according to timing. Contact for clarification may be by e-mail or other method as determined by the Board.
- G. Any Equity Member has the authority to give direction to members and PM's (Prospective Members) with regard to maintaining order and compliance with the HR & R as well as a congenial and safe environment within the club.
- H. Members are responsible for their own property and that of their PM's within the club. All members are requested to respect property of others, especially if marked with an ownership mark.
- I. Four (4) assigned parking spots are marked in front of the club. Please do not park in front of any other parking spots that are marked at any time or any other business tenants directly in front of their locations during business hours. Parking in the middle spots outside marked locations are acceptable. Members are responsible for their guests parking as well.

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- J. Animals are NOT permitted in the club unless specified as a certified support animal with the proper credentials.
- K. The Society will supply INTERNET access via a secure wireless connection as practical, however, the Society has no responsibility for continuity of service. **This resource is provided as is. It is the responsibility of each user, not the Society, to protect their computer against any potential abuse such as viruses, malwares and breach of privacy. The Society assumes no responsibility for any direct or indirect damages arising from the use of its connection to the Internet services.**

2. Club Use

- A. Members must use their access card to enter the Club even if the door is open. Card access is recorded electronically for billing purposes. Members who forget their access card and are let in by other members must sign the LOG in the lounge and note (their name, “forgot card” and the date). If a member is hosting a Prospective Member (PM) the member is required to record the member name, the number of PM’s, the PM E-mail address (optional) and date in the log at the lounge entrance. Members who do not scan their card or sign in the log will be subject to appropriate penalties as specified in the Society’s Operating Agreement.
- B. Whenever pre-registered member/guest attendance at the club exceeds 100 the Board reserves the right to limit attendance. Generally, this will be on Monthly member dinner events. It is important for all members to pre-register themselves and their PM’s as a soon as possible for these events. Pre-registration for determining seating capacity will be on a “first to register” basis. The limitation is on room capacity.
- C. From time to time the club may be used by outside entities for a fee as determined by the Board. Access to the club during these private engagements may be closed or limited to members. The Board recognizes that such limited access to members must be conducted within reasonable limits. However, all members must recognize that as a profit-making institution such rental income may be necessary for the financial health of the Society. All members will be pre-notified by e-mail, however, each member is required to check the Society Web-Site for restricted dates. **During these events at least one Society member will be present.**
- D. There are multiple TVs installed throughout the club. These are for member use and should not be reconfigured for individual use. Please utilize discretion when watching shows in order to accommodate the majority.

3. Dress Code

- A. The Board has developed this section of the HR&R in order to maintain a professional appearance by members for fellow members and their PM’s. Of course, good judgment is the primary guideline. All members’ reserve the right to refuse access to any member or PM whose apparel is deemed to be in poor taste or generally not appropriate.
- B. Traditional business attire is always welcome. Business casual is also permitted. Jeans may be worn if they are not paint spattered, or torn, or have holes. Cutoff jeans are not permitted; however, Bermuda length shorts are permitted during the warmer months. Shirts must be worn at all times.
- C. Shirts or other apparel with profane, discriminatory or otherwise generally offensive or insulting wording or pictures are PROHIBITED.

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4. **Prospective Member (PM) PRIVILEGES- Must be at least 21 years of age**

- A. Members may bring PM's or guests to the club. Members are responsible for the actions of their PM and compliance by the PM with the HR&R. Any damages or THEFT by PM's will be borne in full by the hosting member. PM's who are in violation of the HR&R may be asked to leave by ANY MEMBER in good standing. PM's will not be permitted to enter the club without their host but may wait in the vestibule.
- B. Walk-in PM's who have not been invited by a member will be denied admission to the club. The hosting member will be responsible for all fees incurred by their PM's. Minors (under the age of 21) are NOT permitted into the club even if accompanied by a member. The Society bears no responsibility for injuries sustained by any minors brought into the club by a member or PM. The hosting member will be held FULLY ACCOUNTABLE for any injuries to their minor guest or damages caused by them.
- C. PM's may use all facilities of the club, with the exception of the Locker Room, under the guidance of the hosting member.

5. **Locker Room**

- A. The Society will provide locking humidior lockers within a temperature/humidity/HVAC controlled Locker Room for an annual fee, on an availability basis, for renting by members. Members may rent more than one locker if available. PM's are not permitted to rent or use lockers. Selected members will conduct periodic inspection of the Locker Room for temperature, etc. However, the Society bears no responsibility for loss or damage to cigars or other items stored therein. Members are NOT PERMITTED to store "aromatics" in their locker or foodstuffs, which may contaminate the environment, by attracting vermin or pests or fouling the sealed air environment.

Smoking in the humidified locker room is PROHIBITED. Ashtrays will be provided outside the locker room.

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6. Personal Conduct

- A. Any members or PM's found to be storing, possessing, exchanging or selling ILLEGAL DRUGS or drug paraphernalia in the club or their vehicles when they are using the club will be subject to criminal proceedings as dictated by law enforcement. It is the DUTY of each member to report such activity to a Board Member as soon as noticed. Board members will have the responsibility to report the details to law enforcement where deemed appropriate.
- B. The selling, storing, exchange or sale of stolen merchandise will be treated in similar fashion to the "drug" policy noted above.
- C. Illegal weapons are NOT permitted in the Club.
- D. Members found guilty by law enforcement of illegal activity at the club will be PERMANENTLY terminated from membership and forfeit any investment funds or pre-paid fees and assessments and will be responsible for all balances due at the time of termination of privileges in accordance with appropriate sections of the Society's Operating Agreement. Members and PM's found engaging in fighting within the club will be asked to leave. The member(s) or hosting member(s) will be responsible for any damage to club facilities or property. Termination of membership as noted above may be enforced and law enforcement may be contacted for prosecution in the discretion of the Board. Members and PM's may also be subject to Civil Action by the Society.
- E. Members or PM's are not permitted to bring "immoral" persons (i.e. ladies of the evening) into the club or to engage in sexual activity within the club.
- F. The Board reserves the right to install and activate a premise alarm and video surveillance cameras (within the bounds of good taste) to detect security breaches to the Club premises. In the event that the premise alarm is activated ALL members will be given instruction in use (setting and clearing during access). Members whose actions in setting or de-activating the alarm cause a "false alarm" for which the Society receives a citation/fine will be billed for the fine.
- G. The Member shall hold the Club harmless from any and all liability shall the Member's action lead to some criminal or other legal liability. If legal action must be taken by the Club against any member and the Member is found to be liable, then the Member shall be liable for any damages assessed by the court as well as any and all reasonable attorney fees.

7. Food and Beverage

- A. Each Member is permitted to bring or have delivered to the Club prepared foods for their personal consumption. Club sponsored Special Events are exempt from this rule. No food preparation is permitted in the Club nor is food allowed to be left on the kitchen counter for extended periods of time. Counter space should be reserved for Members use in beverage preparation and emptying/cleaning ashtrays and glasses. Food not consumed by the Member shall depart the Club with the Member. Food left in the refrigerator after 24 hours will be discarded. Please remember to clean and dry your glass and silverware when done.
- B. Members are permitted to bring alcoholic beverages to the Club for personal consumption provided the beverages are labeled with the Member's name unless it's open to other Members. Members and their guests acknowledge that the ability to consume such alcoholic beverages in a responsible manner and pursuant to Federal, State and Local Laws and/or regulations. All alcoholic beverages should be removed from the service area or stored in Members locker. The club is not responsible for any items left in the club. Management reserves the right to remove and destroy any alcoholic beverage not under lock and key if Member is not present.

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8. Security

- A. Members and PM's are required to "clean up" after themselves as far as emptying ashtrays into fire resistant receptacles, cups and other food containers are to be put in the trash, spills should be IMMEDIATELY cleaned up. **The area should be left as clean or cleaner than when they arrived.**
- B. When a member is leaving the club as "last man out" he MUST close all lights, shut the coffee pot, check for leaks, flush all toilets so as not to leave waste in the bowls, turn off all faucets, shut and lock the "loading dock door and back side door, shut off all smoke eaters and fans, check trash receptacles for smoke, return pool cues to the holder, make sure the locker room door is closed and secure the access door. A list of "last man out" guidelines to be followed will be posted on the bulletin board in the galley/kitchen area. All members are required to be familiar with and follow these guidelines.
- C. Members and PM's are REQUIRED to refrain from flicking ashes anywhere other than into ashtrays. **No cigar butts and other refuse are to be placed in toilet bowls/urinals, the parking lot or garbage cans.** Personal (home) trash is not to be placed in Society trashcans or the dumpsters.

9. Privacy

- A. The Society mailing list is confidential and is not to be used by members as a mailing list for solicitation of business or non-Society purposes. The Society may maintain a list of business interests of requesting members for referral by other members who would like to patronize their fellow members businesses. However, members may mutually agree to discuss their respective businesses with each other.
- B. The Society will maintain all member credit card numbers and other information in a confidential fashion to the best of their ability. Members agree to keep the Society up to date on changes or other matters affecting their "registered" credit card number and contact information. Such information will be used by the club in accordance with operating parameters established for collection of dues, fees and assessments and tax reporting purposes. Such information will only be released to law enforcement or state and governmental agencies based upon written, authorized and documented requests. Members can update their credit card information online securely by logging into the members only site and accessing their profile.