

Clubhouse Rules

Updated February 2010

1. All gifts and/or donations to the Club, except monetary donations, must receive prior approval of the Clubhouse and Grounds Committee and be accepted by the Board of Directors and Executive Committee before they become possessions of the Club.
2. Members will coordinate the use of the Clubhouse for Section and Committee meetings with the Clubhouse Manager.
3. Members will be held responsible for all damages to Club property due to their carelessness or negligence and for all acts committed by guests or visitors introduced by them.
4. The Club is under no responsibility whatsoever for any article lost, misplaced, stolen or damaged.
5. The reduced rental rates for use of the Clubhouse apply to personal use by Members only. This privilege cannot be extended to activities of other organizations to which Members might belong, or to persons who are not members of their immediate family.
6. Reduced rentals may be authorized for community service organizations upon approval of the Executive Committee.
7. The opening and closing of the Clubhouse is the responsibility of the Clubhouse Manager and/or the Custodian or Rental Manager.
8. Use of the stage and the grand piano is permitted at the discretion of the Clubhouse Manager.
9. Microphones may be set up and taken down only by the Clubhouse Manager, the Custodian or authorized personnel.
10. In general, **CLUB EQUIPMENT SHALL NOT BE REMOVED FROM THE CLUBHOUSE**. However, any Department, Section or

Committee may borrow certain equipment, such as tables and chairs, if this does not interfere with Clubhouse activities. But, the borrower must first get the permission of the Clubhouse Manager and sign with the Clubhouse Manager for all articles removed. The Clubhouse Manager will keep a record of such articles, signature of borrower, date of removal and date of return.

This does not apply to kitchen equipment, which is not to taken out of the Clubhouse at any time. Any articles brought in by members shall be removed immediately after use.

11. Smoking is **NEVER** permitted in the Clubhouse.
12. The introduction of any gambling device is forbidden.
13. Nails, tacks, or tape, etc., may not be used on walls at any time.
14. The Clubhouse may be open on Federal Holidays, at the discretion of the Executive Committee.
15. All Clubhouse activities are cancelled when Montgomery County Public Schools are closed because of weather. In case of delayed school opening, the Clubhouse will be open.
16. These rules may periodically be revised, as the Club, in its sole discretion, may determine, provided that the Executive Committee has approved the revision for presentation to the Club.