



TOKYO AMERICAN CLUB

一般社団法人 東京アメリカンクラブ

HOUSE RULES

As of January 28, 2021

XI. NIHONBASHI

The Club endeavors to provide the best usage of its facilities for all its Members 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. GENERAL

1. Age Limit

- The Nihonbashi Club and the 1673 venue are adult-only facilities. Adults are those persons who have attained the age of 20.

2. Club Card

- Your identification as a Member that must be presented when you use Club services or facilities. Cards are not transferable.

3. 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.

4. Responsibility

- **Conduct:** The Member shall be responsible for the conduct of his/her family Members and guests at all times.
- **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.

5. Authority and Complaints

- 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.
- 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.

6. 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.

7. Cash

- Cash is not accepted in the Club.

8. Pets, Skateboards, Roller Skates, Roller Shoes and Rollerblades

- Pets, skateboards, roller skates, roller shoes and rollerblades are not permitted on Club premises.

9. Food or Beverages

- 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.

10. Smoking

- No smoking is allowed in the Club, whether cigarette, electronic cigarette (E-cigarette), cigar, pipe or otherwise. A communal smoking room is available on the 5F.

11. Use of Recording Devices

- The use of audio, video, photographic, or functionally similar devices to record Members, their families or guests, to include private conversations, meetings, events or occurrences on Club premises, is strictly prohibited, unless (i) all parties have given their express consent to being recorded, and (ii) in the case of Club sponsored events, Club management 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, transferring of recordings to third parties or posting on a commercial website, blogs or social media, permitted or otherwise, is strictly prohibited unless all parties have given their express consent.

12. 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.

B. DRESS AND APPEARANCE

Tokyo American Club prides itself on ensuring a welcoming atmosphere for Members and their guests. In preserving the ambience and traditions of the Club, the following serves as the minimum dress code requirements. When in doubt, visitors should err on the side of more conservative attire. Clothing and accessories must not display inappropriate images or messages (in any language) and must be neat and clean. The Club staff has the authority to refuse service or ask Members and guests who are inappropriately dressed to leave the premises. In the event of any dispute in respect to the form of dress, the General Manager or his designee's ruling will be final.

Location		
<ul style="list-style-type: none"> • American Room • Bar 	<ul style="list-style-type: none"> • Reception Lobby • 1673 	<ul style="list-style-type: none"> • Muromachi Lounge
Restrictions		
<p>Men</p> <ul style="list-style-type: none"> • Collared shirts • Collarless shirts are permitted only when worn beneath a blazer or sport coat • Slacks, khakis or jeans • Closed-toe dress shoes, loafers or sneakers <p>Women</p> <ul style="list-style-type: none"> • Dresses, blouses, sweaters or tops • Skirts, slacks or jeans • Open or closed-toe dress shoes, loafers, dress sandals or sneakers <p>Hats (except women's dress hats) and athletic/exercise wear are not appropriate at any time.</p> <p>Jeans or any other type of pants bearing stains, patches or tears, whether or not they are part of the design, are not appropriate dress at any time.</p> <p>Dress shorts are acceptable for men and women from May 1 to September 30.</p>		

Club exercise wear may not be worn outside of Fitness or the Locker Rooms.

Members in personal exercise wear may transit between the Club entrance and the Locker Rooms or Fitness, however, are expressly forbidden from lingering in the Reception Lobby or at Club Reception.

C. RESTRICTIONS ON COMMUNICATION DEVICES

The mobile phone and other electronic communication device usage in each area is outlined in the chart below:

Location	Mobile Phones & Other Devices
Reception Lobby	Allowed. Use of a device's speaker is prohibited.
Gallery Hallway	Allowed. Use of a device's speaker is prohibited.
American Room	Not allowed.
American Room Private Room	Allowed.
Muromachi Lounge	Allowed. Use of a device's speaker is prohibited.
Bar	Allowed. Use of a device's speaker is prohibited.
1673	Allowed.
Fitness	Voice communication not allowed (texting only). The use of audio, video, photographic, or functionally similar device for recording is prohibited.
Locker Room Entrance- Slopes	Allowed. Use of a device's speaker is prohibited.
Locker Rooms	Voice communication <u>not</u> allowed (texting only). The use of audio, video, photographic, or functionally similar device for recording is prohibited. Communication devices are prohibited in the Shower Area (shower rooms, jacuzzi, water bath, steam and dry sauna).

D. GUESTS

Members may bring any number of guests to the Club except where otherwise specified. A guest must have attained the age of 20.

1. Register

- Members shall register their guests prior to arrival or sign them in at Club Reception.
- Guests shall not be permitted to use Fitness, Locker Rooms or Sky Terrace.
- Registered guests will be issued a daily guest pass, which must be carried at all times.

2. Accompany

- Guests may enjoy 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 management office for questioning and informed that they are barred indefinitely from entering the Club premises.

3. Frequency

- Guests shall not be permitted to use Club facilities on a social basis more than two (2) times per month.

4. Identification

- Guests shall identify themselves to the Club Staff when requested to do so by showing their guest pass.

5. Infractions

- When it is found that a Member has not registered their guest upon arrival at the Club, the guest will be escorted off the Club premises by management.

E. 1673 VENUE

Members have limited access to the 1673 venue. To obtain access, Members must make a reservation via the American Room Reception. Reservations may only be made from 14-days prior to the date of utilization.

F. PARKING

1. Members may obtain up to four hours free parking in the Club-building basement parking.

- Free parking shall be available only during the use of the Club.

- Parking is on a first-come, first-served basis. There are no reserved parking spaces.
- Free parking is not available for guests.

2. Members shall present their parking ticket to Club Reception when leaving the Club to receive complimentary parking tickets, and may be required to confirm their Club use.

3. Failure to comply with parking rules may result in the loss of complimentary parking privileges.

4. The Club shall not be liable for loss or damage to, or theft of, vehicles (including the contents thereof) in the building parking.

G. SKY TERRACE

1. Members have limited access to the 5F Sky Terrace. To obtain access, Members must request an access card from Club Reception.

2. Access cards will be issued on a first-come, first-served basis and must be returned to Club Reception within two hours from issue.

3. Guests are not permitted access to the Sky Terrace.

4. Failure to comply with Sky Terrace rules may result in the loss of Sky Terrace access privileges.

H. AZABUDAI CLUB, THE CELLAR

Nihonbashi Members may utilize The Cellar's online retail services, however, are limited to delivery-service only and may not receive orders at the Azabudai Club unless while staying in the Guest Studios.

I. AZABUDAI CLUB, GUEST STUDIOS

1. Authorized Guests

- Members are authorized to use the Guest Studios, with guests, and both the Members and guests are individually authorized to use all Azabudai Club facilities during their stay.
- Members must make a Guest Studio reservation directly with Azabudai Club Member Services.
- All guests staying in the studios must be registered and a picture ID must be presented upon check-in if the guest is a nonmember.
- 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.

2. Reservations

- Check in time is 3:00 p.m.
- Check out time is 12:00 p.m.
- Maximum Occupancy per Studio is 4 people

3. Cancellations

- All confirmed reservations canceled before 10:00 p.m. 7 days (local time) prior to check in are not subject to cancellation charges.
- All confirmed reservations canceled after 10:00 p.m. 7 days (local time) prior to check in will be charged one night's confirmed rate.
- All confirmed reservations canceled after 10:00 p.m. 3 days (local time) prior to check in, and no-shows, will be charged for the entire confirmed stay.

4. Liability and Loss

- 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.
- 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)

5. Settlement of Account

- All charges will be settled to the Member account.

6. Restrictions and Club Access

- After hour access to the Studios is only available with the studio keys through certain security locked doors after hours.
- Paid Overnight parking is available for a member's registered car or temporary parking permission for other studio guests.
- Vehicles cannot enter or exit the club between 11:00pm and 6:30am.
- All guest studios are non-smoking; a room recovery fee equal to 1 day's rate will be charged if there is evidence of smoking in the Studio.
- All Studio guests must follow the Club's General Rules and House Rules during their stay.
- After hour access to the Studios is only available with the Studio keys at designated security locked doors.
- Club staff is available during club closure hours in the event of an emergency.

J. RECIPROCAL CLUBS

1. Members may utilize the Reciprocal Club program and are expected to comply with all reciprocal club rules when visiting a reciprocal club as a guest.
2. Members shall self-issue Reciprocal club introductory letters via the Club website.
3. Reciprocal club members may use the Nihonbashi Club facilities as a full Member.
 - They must carry the identification issued to them on arrival and present it when utilizing facilities.
 - They must settle their accounts using a credit card at the end of their visit.

K. DISABLED MEMBERS' PERSONAL ASSISTANTS

1. Criteria
 - Disabled Members' Personal Assistants must be 20 years of age and have an understanding of English.
 - Disabled Members' Personal Assistants require in advance submission of a Physical Disability Certificate (Shintai Shogaisha Techo) and registration (name, date of birth, nationality, relationship to Member if any) at Club Reception.
 - Disabled Members' One-Day Personal Assistants passes must be returned to Club Reception when leaving the Club. Failure to return the one-day pass shall incur a 5,000 yen penalty by the Member.
2. Access and Usage
 - Disabled Members' Personal Assistants have access to all areas of the Club, but are required to be in the accompaniment of the Member to whom registered.
3. Fees
 - Disabled Member Personal Assistant monthly fee: 6,000 yen.
 - Disabled Member One-Day Personal Assistant pass: 1,000 yen.
 - Penalty fee for failure to return card: 5,000 yen.

continued

APPENDICES TO THE HOUSE RULES

CONNECTIONS HALLWAY SHOWCASE GUIDELINES

Purpose: The purpose of the Showcase is to promote Connections events and activities.

Guidelines: Below are the guidelines for displays in the Showcase:

1. The Showcase does not offer works for sale.
2. The following works are appropriate for the Showcase wall:
 - Works featuring WG classes
 - Works by WG class students and instructors
 - Works by WG members
 - Photos of WG activities, excursions, tours and programs, both current and historical, and items representing WG charitable activities
3. The WG will have a designee who is primarily responsible for all works, procedures and content of the Showcase.
4. The WG Board, or designee, will determine and arrange works to be displayed. The WG will ensure members and/or instructors understand displayed works are not for sale. Consideration will be given to aesthetic appearance in order to maximize visual impact. All decisions will be final after concurrence by the Management representative.
5. Content, timing and length of time of each display will be at the sole discretion of the WG Board and/or designee, but must conform to TAC standards. When there are no proper display items, the Club's art collections may be displayed.
6. A sign will be produced for each project giving information about the event, member or class. This sign will be written carefully to ensure readers understand it is not a gallery for art sales.
7. The Showcase is located in an area of relatively high traffic, especially on weekends. All items will be handled with care; however the Club shall not be held responsible for any damage.

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