

THE UNIVERSITY CLUB OF TORONTO

House Rules



The University Club of Toronto provides an attractive environment in which members can enjoy congenial social interaction. This includes meals at breakfast, lunch and dinner, exercise facilities, overnight accommodations, and an active programme of high quality events that are exclusive to the Club. The Club house is an extension of the members' homes, providing a sense of belonging. The Club objective is to maintain a quality of food and service which is consistently excellent.

The programme of activities of the Club includes a variety of events with a high intellectual content, consistent with the nature of the membership. High-profile speakers are featured and all social occasions are distinguished by their elegance and superb attention to detail. An effort is made to set aside a number of events which are open to members only, enabling members to get to know one another more easily.

The house rules set out within ensure the enjoyment of the facilities by all members and guests.

The University Club of Toronto
380 University Avenue, Toronto, Ontario CANADA M5G 1R6
Tel: (416) 597-1336 Fax: (416) 597-2994
www.universitycluboftoronto.com

HOUSE RULES

- HOURS OF OPERATION:** The Club house shall be open to receive Members from Monday to Friday except on Statutory Holidays and any other Board designated holidays. The Club house opens at 7:00 a.m. and shall be closed, except for persons residing in the Club, at midnight, by which time all other persons must leave. The hours of closing the Club house and use of any of the facilities of the Club may be restricted or extended as occasion may require upon such conditions as the House Committee may deem advisable.
- DINING: The Main Bar** is open for casual dining with the service of breakfast, lunch and dinner from Monday to Friday (except during special holidays and statutory holidays for which notice shall be given). The meal hours are as follows: Breakfast: 7:00 am - 9:30 am; Luncheon: 12:00 noon to 2:30 pm; Dinner: 5:00 pm to 9:00 pm. **Formal dining** is available in the Library or other designated dining room from Tuesday to Thursday and on Friday nights. Formal dining requires reservations in advance and the front desk staff will advise which room it will be located in. **The Main Lounge** or another designated lounge area is available for drinks before lunch or dinner and for cocktails, coffee and liqueurs after dinner. Service is available in the **Sports Bar** by telephone for drinks, lunch and dinner orders.
- PRIVATE DINING, RECEPTIONS AND BUSINESS CONFERENCES:** There are several private function rooms which may be reserved in advance with the Club Office. A room charge will be levied for the use of these rooms.
- SPORTS, FITNESS & LIFESTYLE CENTRE:** The payment of an annual sports fee entitles a Member to the use of a locker, use of the squash court and use of the fitness facility and to participate in an unlimited number of group classes offered during the week. Members of clubs with which the University Club has a full affiliation may join the sports section, as may children of members between the age of 16 and 18 years, without becoming a full UCT member at the age of 19. Sports members can bring a guest to the facility subject to a \$10 guest fee per day. Overnight guests are welcome to use the sports facilities without extra charge, and this includes attending fitness classes. Members may bring children 12 to 16 years of age to use the sports facilities without charge on the basis that they are supervised by the member at all times. There is no charge for squash balls or for playing time for sports members. Members must reserve their court time with the front desk. The court reservation should indicate if a guest has been invited. Reservations for court times which are not used should be cancelled in advance in order to avoid a "no show" penalty. Meals are available in the Sports Lounge from 12:00 noon until 2:30 pm and bar service is available from 12:00 noon until 11:00 pm Monday to Friday exclusive of holidays. The dress code in the Sports Lounge is casual.
- BOOKS, NEWSPAPERS AND PERIODICALS:** The Club provides current newspapers, selected periodicals and books on Art and traditional private club life. These may not be removed from the premises but may be read in all areas of the Club except in the formal dining room.
- OVERNIGHT GUEST ROOMS:** The Club has bedrooms on the third floor for the use of Members, guests who are sponsored by a Member, and members of affiliated clubs and their guests. The rooms are available seven days a week except for special holiday hours as outlined in the Club's calendar. The rates per room shall be set by the General Manager in conjunction with the Finance Committee and Board of Directors.
- PERSONAL BELONGINGS:** Members and guests may leave briefcases or backpacks with the front desk at no risk to the Club. The Club is not insured for cash and no cash, wallets or purses should be left at the front desk. Overnight rooms have safes where members and guests can store their personal valuables, using their own code to secure the items.
- ELECTRONIC DEVICES:** The use of cellular telephones is not permitted in public areas of the Club house. There are two telephones for the use of members located in the front hallway booths and there are telephones in most private rooms. The Club offers direct dial long distance services to Members and their guests from the bedrooms, and credit card calls may be made from the two telephone booths in the front hall and from the private function rooms. The use of blackberries and smart phones for texting and internet access is permitted on silent mode only in public rooms, but it is preferred that any extended use be removed to a private room such as the Upper Canada Room. The use of laptop computers is to be confined to private rooms only unless it is for the purpose of a scheduled Club event.

9. **SIGNATURES AND NUMBERS:** The Club's service staff will take food and beverage orders and will request the member to note their membership number and sign the chit reflecting their order. Each Member's number is shown on the monthly statements. When making payment, Member's numbers should be indicated on a slip attached to the remittance. This is especially important when a company or firm cheque is used for payment. Due to privacy laws, telephone numbers of members will no longer be available at the front desk, but individual numbers can be obtained from the office. Visiting affiliate members must note their home club on the chit along with their club membership number. Guests who wish to pay by credit card may not their credit card number on the chit.
10. **CHILDREN:** Members are welcome to bring their children 12 years of age and older to the public areas of the Club. Children of all ages are permitted to attend functions in the private rooms of the Club. Parents are requested to ensure that their children are under supervision, allowing quiet enjoyment of the Club's facilities by other Members. Friday night is designated as family night and children of all ages are welcome to use the regular dining rooms.
11. **AFFILIATED CLUB GUESTS:** Members of affiliated clubs may be extended privileges to make use of the Club house subject to presentation of a letter of introduction from their home club. Affiliated club members and their guests are subject to the house rules and by-laws of the University Club of Toronto during their visit to this facility. Affiliated club members and guests are required to check in with the front desk each time they visit the Club in order to fill out the appropriate documentation.
12. **DAMAGE TO CLUB PROPERTY:** Members and guests are responsible to pay replacement costs for any Club property broken or damaged by themselves or their guests.
13. **COMMUNICATION BY MEMBERS FOR PUBLICATION:** The Club has a policy of maintaining anonymity in all its affairs. Any communication intended to appear in any newspaper, periodical, other publication or any news media and the use of Club stationery or Club address for business communication is permitted only with the prior approval of the Club's Board of Directors.
14. **ADVERTISEMENTS:** Pamphlets, advertisements or notices of any kind may be placed in the Club only upon prior approval of the General Manager.
15. **BUSINESS PROMOTION:** Any conspicuous promotion of business is permitted only in a private room reserved for that purpose. The wearing of name tags is possible only with prior approval of the General Manager. Reference may be made to business documents in the public rooms on the first floor of the Club if such discussion is inconspicuous, but no papers are permitted in the Main Dining Room.
16. **ANIMALS:** Service dogs under the "Disabled Persons Act" are permitted in the Club.
17. **STAFF & GRATUITIES:** Staff are not permitted to receive fees or gratuities directly from Members or guests. Any employee accepting same will be subject to instant dismissal.
18. **COMPLAINTS:** Members and guests may not reprimand any employee directly. Comments or suggestions can be directed in writing to the General Manager or to the House Committee Chairman regarding any department within the Club.
19. **SERVICE OF WINES, SPIRITS AND BEER:** The sale of wines, spirits and beer is tightly controlled by the Government of Ontario. (See Alcohol Policy attached) Wines, spirits and beer consumed in the public rooms of the Club are to be supplied from the Club's cellars, except for wines (only) which are brought in under the Club's Bring Your Own Bottle liquor licence extension and which are subject to corkage fees. The service of wines, spirits and beer shall be available only in rooms designated by the appropriate provincial authority, from 12:00 noon until 11:00 pm. Upon application to the General Manager a private function may request to extend the bar times for special occasions such as weddings. If permission is granted it will be noted on the contract.
20. **DRESS CODE:** Dress for male and female Members and guests shall be smart business casual attire in keeping with the traditions of the Club. Ultra casual clothing, such as jeans/t-shirts, is considered appropriate only in the Sports areas.
21. **CANCELLATION POLICY:**
Private Functions: Members are required to give proper notice of changes in numbers or of cancellation in accordance with the guidelines printed in the private function menu package.

Club Events: For in-house events, members are required to give 2 weekdays notice in advance, or such other notice as advised by the Club Office in writing, failing which they will be charged the full price. For ticketed Club events such as symphony and theatre outings, the notice for cancellation will be four weeks unless otherwise advised, failing which they will be charged the full price.

Bedrooms: When calling to cancel an overnight room reservation, the cancellation must be received by 3:00 pm of the day prior to the booking, otherwise the full amount of the room will be charged. A cancellation reference number is given to the member or guest by the staff in order to validate a cancellation.

22. **PRIVATE PROPERTY:** The Club does not accept responsibility for members' or guests' private property, this includes coats and footwear or luggage left in the cloakrooms. There are locking hangers available in the ladies' cloakroom for fur coats. A coat check can be arranged for private functions at an hourly cost.

Updated April 2011

UNIVERSITY CLUB OF TORONTO

HOUSE RULES ON THE SERVICE AND CONSUMPTION OF ALCOHOL

Although the University Club of Toronto is a private club, it is licensed and regulated by the Alcohol and Gaming Commission of Ontario. The Club's liquor licence imposes a responsibility on the Club to ensure that members and guests do not become intoxicated to a point where they are likely to be a nuisance to others or a danger to themselves or others. Courts have in recent years imposed significant liability on hosts (including private clubs), and the Club may be liable for substantial damages for injury or death, or damage to property, resulting from the intoxication of members or guests.

The Board of Directors believes that it is appropriate to enact the following additional House Rules with respect to the service and consumption of alcohol. Most private clubs have adopted such rules, and the Board is confident that members and guests will respect them.

Note. All references to a member or members in these Rules include a Club member's guest, and guests of the Club. Members and guests are responsible for the conduct of their guests under the Club's By-Laws.

1. Members are expected to consume alcohol responsibly and not to be or become intoxicated on Club premises to the point where, in the judgment of Club staff, they are likely to be a nuisance to others or a danger to themselves or others.
2. Members may not bring alcoholic beverages onto Club premises except under special circumstances permitted by the Club's liquor licence, and only with prior written approval from the General Manager. No alcoholic beverage purchased in the Club may be taken from its premises.
3. Club staff are required to refuse the service of alcohol to any member where, in the reasonable belief of the staff member, such member is (or will become on further consumption of alcohol) intoxicated to a point where the member is likely to be a nuisance to others or a danger to the member or to others.

Members must follow the instructions of Club staff in this regard and no member shall dispute or argue with a staff member in the performance of these duties.

Any complaint respecting staff implementation of these requirements shall be brought to the attention of the General Manager or the chairman of the House Committee and shall not be made directly to the staff member.

4. Club staff will require proof of age of majority where there is reason to believe that a minor has requested or will be provided with alcohol; absent proof of age in these circumstances, Club staff will not serve alcohol.

5. Club staff will request a member who appears to be intoxicated (and therefore a potential nuisance or danger) to leave his or her vehicle behind and to accept a ride home with a member who is not intoxicated or to arrange alternative means of transportation (e.g., a taxi, public transport or being picked up by a friend or family member). Club staff may also offer to rent an overnight room to the member, if available. Members are requested to assist Club staff in performing these functions.
6. Club staff whose responsibilities primarily include the service of alcohol will complete the alcohol service training programme endorsed by the Alcohol and Gaming Commission of Ontario, in order to assist them in performing their functions pursuant to these Rules in a manner that is efficient and discreet and that causes minimal disruption or embarrassment to members.
7. Members are therefore reminded that authority has been given to Club staff by the Board of Directors to enforce these Rules.

THE BOARD OF DIRECTORS
The University Club of Toronto, **April 30th, 2002**