

## **Club Rules and Policies**

Club Rules and Policies are adopted by the Board and apply to all membership categories. Golf and tennis rules are also printed in the Tournament Book and have been approved by the Board. Rules for swimming, riding and other sports are posted at those facilities or mailed before the season and have been approved by the Board.

### **Use of Club Facilities by Members' Families**

Article IV Section 2 of the Constitution describes the facilities members of each membership category are entitled to use. Those same privileges are also available to spouses and other family members of the same household who are twenty-one years old or younger, except as provided in Article IV Section 4(g). Any family member under the age of twenty-five is also entitled to use the same facilities as the member while attending undergraduate or graduate school on a full-time basis or if on active duty in the U. S. Military (see Article IV, sub-section (i) of the Constitution).

### **Use of Club Facilities by Non-Resident Members and Their Families**

In furtherance of Article IV Section 2(e) of the Constitution, the aggregate maximum use of sports facilities by a Non-Resident member or any member of his family eligible to use Club facilities may not exceed fifteen days during any fiscal year. A user fee of one-half the prevailing guest fee for each sport will be charged for each use. User fees will be waived for Member-Guest events.

Use of sports facilities by a Non-Resident member or eligible members of his family in excess of an aggregate maximum of fifteen days during any fiscal year shall obligate the member to pay applicable Regular or Associate member dues and assessments for that fiscal year.

### **Conduct**

Members are expected to conduct themselves properly and in keeping with traditional norms of behavior. Members are also responsible for the conduct of their families, guests and child care providers.

The Club has a duty to serve alcoholic beverages responsibly and within the limits of the law. Alcoholic beverages will not be served to persons who appear to be intoxicated or to minors. Anyone attempting to purchase alcoholic beverages for a minor or someone who appears to be intoxicated will immediately be reported to the House Committee or the Board by Club management.

No entertainment, music, food or beverages may be brought into the clubhouse or onto the grounds without the approval of a Manager. Bikes, skateboards and scooters are prohibited on the Club grounds.

All unresolved issues of conduct by members, their families or guests will be brought before the House Committee or the Board, as circumstances warrant.

### **Smoking Policy**

Sleepy Hollow Country Club will comply with both the Westchester County and New York State "no smoking" laws. Smoking will be prohibited in all Club buildings, under tents and under awnings.

### **Wireless Devices**

Use of any Wireless Device or Cellular Phone is permitted only in paved parking areas and overnight guest rooms. This includes, but is not limited to, PDAs, Blackberries and Blue Tooth accessories. Members and their guests may not talk, retrieve voicemail, text message, email or play games on any wireless device or cellular phone. Physicians "on call" and members with medical conditions, may request an exemption from Club management, each time they consider it necessary, when using Club facilities.

Members violating these rules will be subject to suspension of their Club privileges at the discretion of the Board.

### **Dress Code**

Proper dress while using Club facilities is traditional and conservative and applies to all members, their families, guests and child care providers. Appropriate attire may vary with the season of the year, the facilities being used or the event. Except as specifically permitted in the dress code rules for individual sports, denim of any type and color, cargo-style pants or shorts, gym shorts, tee shirts, bathing suits, halters, tank tops, bare torsos, bare mid-drifts, bare feet and tennis attire are not permitted in or around the main clubhouse, golf facilities and other recreational facilities (unless specific to the particular facility) or dining areas. Men, women and children - the wearing of baseball/golf hats or visors inside the Clubhouse is considered inappropriate with the exception that women will be permitted to wear sports caps or visors in the Grill / Golf Pro Shop / Locker Room areas. Hats worn backwards, in any area, is considered inappropriate. Persons who are not in proper attire will not be admitted to the facilities of the Club.

**Main Clubhouse and Adjacent Outdoor Terraces and Areas** - After 6 p.m., or earlier when special events are being held, men and boys are expected to wear jackets and ties. Women and girls are expected to wear similarly traditional and conservative attire. There are no exceptions unless noted in the monthly calendar or the event announcement.

**Main Dining Room Attire** - Jackets, ties and collared dress shirts will be required. Turtlenecks, golf shirts and other casual attire are not permitted. **(Ties are optional in the MDR between Memorial Day weekend and Labor Day weekend).**

**Grills and the Grill Terrace** - Traditional and conservative sports attire, as defined by each Sports Committee, are appropriate on most occasions. The monthly calendar or the event announcement will describe any exceptions to the rule. Tennis "warm-up"-type outfits are permitted.

**Golf Courses and Practice Areas** - Men and boys are properly dressed when wearing tucked-in polo shirts and either golf slacks or full length walking shorts that are no more than three inches above the knee. Proper attire for women and girls is required. Shorts and skirts must be traditional Bermuda-style and length. Denim of any type and color, cargo-style pant or shorts, gym shorts, tee shirts, bathing suits, bare feet and tennis attire are not permitted on the golf course. Players may not wear shoes with metal spikes.

**Tennis Facilities** - Men and boys are properly attired when wearing tucked-in polo shirts and regulation tennis shorts. Proper attire for women includes polo shirts, sports blouses and regulation tennis shorts or skirts. All players must wear regulation tennis shoes. This attire may be worn elsewhere on Club grounds before or after using the Tennis facilities.

**Swimming Facilities** - Swimsuits are expected to be conservative and discrete. Swimwear may not be worn elsewhere on Club grounds including the tennis courts. Denim of any type and color and cargo-style pants or shorts are not permitted.

**Riding** - All riders are required to wear a regulation-riding helmet with a chinstrap and hard soled shoes or boots that cover the ankles and have small heels. Denim, with no visible signs of wear, is permitted while using the riding facilities, but not elsewhere on Club grounds or in the Clubhouse.

**Paddle Tennis** - Along with other appropriate clothing, denim with no visible signs of wear, may be worn on the courts and in the locker rooms before or after using the paddle tennis facilities, but not elsewhere on Club grounds or in the Clubhouse.

Club Rules regarding appropriate dress may be suspended on special occasions by application to the House Committee or the appropriate Sports Committee. All unresolved dress code violations by members, their families, guests or child care providers will be brought to the attention of the House Committee, the appropriate Sports Committee or the Board, as circumstances warrant.

## **Children**

Parents are responsible for supervision and conduct of their children at all times. Club staff may not be asked to supervise children at any Club facilities.

Children under the age of sixteen are not permitted to use the Men's or Ladies' Locker Rooms unless accompanied by an adult or a child care provider.

No person under the age of twenty-one is permitted in the Cocktail Lounge or allowed to sit at the bar in the Member's Grill. Alcoholic beverages may not be ordered by, for, or served to anyone under the age of twenty-one.

Tobacco products may not be ordered by anyone under the age of eighteen.

Baby strollers are not permitted on the main floor of the Clubhouse.

### **Guests**

Guests will be admitted to the Clubhouse and grounds only when introduced by a member. Unless otherwise permitted, all guests must be accompanied by their hosts. Limitations as to the number of times a guest may be introduced by a member or group of members shall be published in the Membership Handbook and the Tournament Book or posted at each sports facility. If requested, guests must identify themselves to Club staff. Guests are required to be in appropriate dress.

Any member, upon application to the Secretary through the General Manager, may obtain a card extending privileges of the Club to a guest and his family, provided the guest does not reside or habitually do business within a 100 mile radius of the Club. Guest cards entitle their holders to use those facilities of the Club available to the host member for one week during the months of April through October, and may be renewed for one additional week during that period. Guest cards entitle their holders to unaccompanied use of Club facilities except for weekend and holiday golf when guests must be accompanied by members. Guests are to sign in when using any sports facilities and the host members will be billed guest fees.

### **Parking and Traffic**

Parking places are marked to permit maximum use with minimum inconvenience. If paved parking places are available, members and guests are requested not to park along roadways or on the grass.

To insure the proper flow of traffic and to keep fire and emergency vehicle lanes unobstructed, parking is prohibited in paved areas where "No Parking" signs have been posted and where parking places have not been marked.

A speed limit of 15 miles per hour has been established and must be observed on all Club roads.

For safety reasons, vehicles must enter only through the south gate on Route 9 and exit only through the north gate. Two-way traffic is permitted at the Sleepy Hollow Road gate.

Golf carts and slow-moving maintenance vehicles are regularly used on or cross Club roads. Courtesy dictates that automobile drivers yield the right of way to these vehicles;

however, it is ultimately the golf cart driver's responsibility to drive with caution when driving on or crossing Club roads.

### **General Dining**

1. "Food to Go"  
Orders for "Food to Go" (menu items) are permitted. However, they do not apply toward the annual food minimum.
2. "Doggie Bags"  
Doggie bags are not permitted at any time (dining, banquets, member events, etc.)
3. Reservations are strongly recommended for the Grill and Main Dining Room.

### **Guidelines for Use of the Clubhouse for Private Parties**

The following are guidelines used by the General Manager and the House Committee when considering requests to be submitted to the President for final approval.

1. The purpose of the Club is for its use and enjoyment by individual members and their guests. Private parties, for exclusive or non-exclusive, use of any part of the Clubhouse, may be given at the Club by arrangement with the General Manager, with the approval of the President.
2. Priority will be given to requests for the use of Club facilities for immediate family functions, such as wedding receptions, anniversaries, funerals, coming-out parties, etc., on a first come, first served basis.
3. Member sponsored political fundraising events will be permitted only if they are staged in a conservative manner.
4. When requests are received for members' personal parties, every effort will be made to keep the Grill Room available for the general membership and the Main Dining Room available on Fridays and Saturdays.
5. Club functions supersede any availability for private member parties.
6. There is a minimum guaranteed requirement of 150 persons for reserving the first floor. If actual attendance is less than 150 persons, the member will be responsible for payment of 150 persons minimum.
7. Non-member activities, in general, are not permitted. The Club President or General Manager has the discretion to approve rare exceptions.
8. There shall be no promotion of an event to the general public unless pre-approval is received in writing from the House Committee and General Manager.
9. Members who sponsor events must be in attendance as an invited guest and guarantee payment of all charges.
10. Dress Code
  - a. Proper dress while using Club facilities is traditional and conservative and applies to all members, their families, guests and child care providers. Appropriate attire may vary with the season of the year, the facilities being used or the event. Except as specially permitted in the dress code rules for individual sports, denim of any type and color, cargo-style pants or shorts, gym shorts, tee shirts, bathing suits, halters, tank tops, bare torsos, bare mid-

drifts, bare feet and tennis attire are not permitted in or around the main Clubhouse, golf facilities and other recreational facilities or dining areas. Men, women and children - the wearing of baseball/golf hats or visors inside the Clubhouse is considered inappropriate. Persons who are not in proper attire will not be admitted to the facilities of the Club.

- b. Main Clubhouse and Adjacent Outdoor Terraces and Areas - Men and boys are expected to wear jackets and ties. Women and girls are expected to wear similarly traditional and conservative attire.
- c. Grill and the Grill Terrace - Conservative sports attire is appropriate that meets the requirements in section "a".
- d. The dress code also applies for all musicians, soundmen, photographers, etc.

11. Cellular Phones

The use of cellular phones on Club property is prohibited except in the paved parking areas and sleeping rooms. Members and guests with medical conditions may request an exception by Management.

12. Event Promotion

- a. There shall be no promotion of an event to the general public unless otherwise approved by the Board of Governors. Open or blanket invitations are not permitted. Mailing of tickets is not permitted unless otherwise approved by the Club.
- b. No member shall permit a non-member to give a party in his name.

13. Attendance Guarantee

A minimum attendance guarantee is required 48 business hours prior to the function. In the event that a function is to be held on a Monday or Tuesday, guarantees must be received by noon on the preceding Friday. The count may not be lowered after 48 hours prior to the function, regardless of the reason. The Club will be prepared to serve up to 5% more than the guarantee, but cannot ensure proper food and service to numbers beyond the guarantee plus 5%. The member must be present at the function, and the bill must be charged to the member's account.

14. Pricing

Prices quoted prior to 90 days of the function may be subject to change due to market conditions relative to Food and Beverage arrangements.

15. Access

No private parties will be scheduled that would deny the membership access to the Clubhouse without the permission of the Board of Governors.

16. Conduct

Members using Club facilities for private parties are responsible to see that such parties are conducted with decorum and in a manner that will not bring the Club into disrepute or interfere with the use of the Club by other members.

17. Audio/Visual Equipment

The Club has a supply of audio/visual equipment such as an overhead projector, screen, video tape player, TV and flipcharts, which are available for a nominal rental fee.

18. Additional Labor  
Additional labor, that is required over the usual amount of labor for a function, will be charged at an hourly rate.
19. Cancellation
  - a. Private Member Banquets  
Any private member banquet reserving the entire first floor during the months of May, June, September, October or December that is cancelled within 6 months of the event will be assessed a \$3,000 cancellation fee.
  - b. Member Sponsored Banquets  
A non-refundable deposit of \$5,000 is required to reserve the entire first floor at anytime for member sponsored banquets.
20. Decorations
  - a. Any decorations belonging to sponsors or their guests must be removed immediately following said function.
  - b. The Club Banquet facilities will be available for decorating purposes during normal Club operating hours provided that the room is not reserved for other use.
  - c. The Club reserves the right to control how and where decorations may be placed. This should be discussed in detail with the Catering Manager prior to the day of the event.
21. Contractual Agreement  
Event hosts are advised to contact the Catering Manager prior to signing contracts with photographers, florists, entertainers, etc.
22. Chaperones
  - a. Certain events, by their very nature, may require one or more chaperone (or security personnel) be present, at the planner's expense. The Catering Manager will have discretion on this topic.
23. Food Brought on to Club Premises
  - a. Sponsors of banquets may not bring food, other than wedding cakes (brides, grooms) and small quantities of related wedding items.
24. Damage/Clean-Up
  - a. Damage to Banquet facilities and/or extraordinary clean up to the premises will be billed to the sponsor's Club account.
25. Service Charge Tax/Catering Charge
  - a. All food and beverage prices are subject to a 7.375% sales tax (or the prevailing rate) and 20% service charge.
26. Function Completion Times
  - a. All functions must conclude no later than 1:00 a.m.
  - b. An additional charge of \$300.00 per hour will be charged for functions continuing after 1:00 a.m.
27. Pool Parties
  - a. Pool parties are subject to the same rules as a Banquet function.
  - b. Pool parties must be planned in advance with the Catering Manager.
  - c. A minimum set-up charge of \$200.00 will be charged to any pool party requiring food.
  - d. Pool parties are generally not permitted during regular operating hours.
  - e. Lifeguard fees will be charged at \$25.00 per hour.

## 28. Additional Guidelines

- a. A \$1,500 premise rental fee is required for all sponsored events utilizing the entire Ballroom, 2/3 of the Ballroom, the West Terrace and/or the Tent.
- b. The Board of Governors reserves the right to determine what functions are appropriate.
- c. The Club shall not be responsible for the loss of personal property brought to the Club by members, guests or visitors.
- d. Alcoholic beverages may not be served to persons under the age 21 (State Law).
- e. The Club reserves the right to refuse alcoholic beverages to any person and to ask that person to leave the Club property.
- f. The Club is responsible for complying with State Laws, which prohibit beverages from being brought into our facility from outside sources for resale.
- g. Members, guests of members, and member sponsored events are not permitted to bring or provide alcohol (or other) beverages at the Club for banquets or member events (the current corkage fee policy only applies to Gril/MDR dining).
- h. Overtime rate -- events that go beyond the agreed to ending time will be charged an overtime rate of \$500 per half hour.

## **Member Events**

### 1. Cancellation Policy

- a. At the discretion of the House Committee, members will be charged 50% of the function price if reservations are not cancelled before 5:00 p.m. on the day prior to special Club events.
- b. Reductions to reservations after 5:00 pm on the day prior to special Club events will be charged 50% of the function price.
- c. Articles "a" and "b" of this section are in effective regardless of there being a waiting list or not.

### 2. Seating Policy

- a. Seating will be on a "first come, first served" basis from reservations taken.
- b. For events featuring inside and outside (uncovered) seating, the last reservations taken will be seated outside in uncovered areas. In the case of inclement weather, these tables will be subject to whatever decision is made regarding the weather.
- c. Seating location requests will be accommodated when feasible at the discretion of Club management.

## **Club Employees, Property and Equipment**

The Club's salary scale and annual Christmas Fund are designed to insure quality service to all members without creating an atmosphere where employees may give preferential treatment to certain members. Therefore, no gratuities may be given to Club employees except the locker room attendants, the caddie master, his assistant and such non-Club

employees as caddies, doormen and parking attendants. Members who hold private functions requiring special arrangements or exclusive use of any Club facilities are encouraged to make an additional gift to the Employee Christmas Fund in lieu of individual gratuities.

Members may not request the services of on-duty Club employees for personal purposes, including childcare.

Members or guests may not reprimand or discipline any employee or caddie. Any inattention to duty or lack of courtesy by a Club employee or caddie is to be promptly reported to the attention of the General Manager or the Caddie Master, preferably in writing. All other complaints are to be made to the House Committee or the General Manager in writing.

The cost of repairing or replacing Club property broken or damaged by members, their families, guests or child care providers will be charged to the member.

Members may not borrow Club property or equipment without approval of the General Manager or the Board.

### **Additional Sections**

#### **1. Sleeping Rooms**

- a. Sleeping rooms are available for rental by members for themselves or their guests. Rates and reservations for sleeping rooms should be obtained at the Front Desk.
- b. Blocking Rooms for more than (1) month will require (2) months notice to cancel or a \$500 per week penalty will be charged.
- c. Guest room reservations for a calendar year will open on Jan. 2 of the prior year
  - i. (i.e.) Reservations for calendar year 2009 will be available on a first call basis starting on Jan. 2, 2008)
  - j. The number of rooms a member (or sponsored event) may book for any night is limited to 12).

#### **2. Conducting Business on Club Premises**

- a. Business shall not be conducted on Club premises.

#### **3. Business transactions with members**

- a. The conducting of business between members and the Club is prohibited except as approved by the Board of Governors.

### **Miscellaneous Rules and Policies**

No cash will be accepted from members, their families or guests for services provided by the Club. Members are to sign chits for all transactions using their signatures and membership numbers. Family members or guests are to sign their own names and the name and number of the member to be charged. Caddies are not Club employees and may be paid in cash.

The Club is not responsible for the loss of any personal property except golf clubs stored in the Club's storage facility or other personal property that has been entrusted to and accepted for safekeeping by a Manager who has acknowledged responsibility by issuing a receipt. Facilities such as the golf bag drop area or lockers and services such as coat checking are provided as accommodations to members, their families and guests and are outside of the control of the Club.

Pets are not permitted in the Main House or any other Club facility. Unleashed dogs are not permitted on Club property. Briarcliff Manor authorities will be called to enforce ordinances regarding stray animals.

Exception: "seeing eye" or related purpose animals.

### **Amendments and Administration of Club Rules and Policies**

Club Rules and Policies may be amended, added to or deleted from time to time by the Board and shall be implemented by the House Committee or by the appropriate Sports Committee with the approval of the Board.

#### Enforcement of Rules and Policies

Members who disregard or otherwise violate Club or individual sport Rules and Policies will be brought to the attention of the House Committee or the Sports Committee having jurisdiction. Disciplinary action will be recommended to the Board when appropriate.

The Board is empowered to reprimand, suspend or expel any member for violating Club Rules or Policies, or engaging in other conduct deemed detrimental to the best interests of the Club, as provided in Article IV Section 6 of the Constitution.

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Note: The Food Minimum policy appears in the Dues and Fees section of the Membership Book.