

# CITY CLUB

F O R T W O R T H

downtown's business, fitness & social club

## CLUB RULES AND REGULATIONS

The mission of the City Club is to be downtown's business, fitness and social club...  
providing a business, athletic and social environment complete with recreation,  
fellowship and entertainment for members, their families and guests in an  
exclusive and professional private club setting.

## Table of Contents

### General Club Rules and Regulations

Cell Phone Use	Page 1
Charges and Payments	Page 1
Comments	Page 1
Children	Page 1
Conduct of Members and Their Guests	Page 1
Dress Code	Page 2
Electronic Devices	Page 3
Food and Intoxicating Beverages	Page 3
Guests	Page 3
Unaccompanied Guests	Page 3
Hours of Operation	Page 4
Leave of Absence (Inactive Membership)	Page 4
Minimum Spending Requirement	Page 4
Parking and Validation	Page 4
Personal Property—Lost	Page 5
Private Functions	Page 5
Reciprocal Clubs	Page 5
Reservations	Page 5
Resignation of Membership	Page 5
Cancellation of Reservations	Page 5
Security Cards	Page 6
Smoking	Page 6
Weapons	Page 6
Website	Page 6

### Fitness Center Rules and Regulations

Basic Provisions	Page 7
Attire	Page 7
Cell Phone Use	Page 7
Complaints	Page 7
Courtesy Rules	Page 7
Food and Beverages	Page 8
Guests	Page 8
Lockers	Page 9
Minors' Use of Fitness Centers	Page 9
Racquetball Court	Page 9
Saunas, Steam Room and Jacuzzi	Page 9

## **General Club Rules and Regulations**

### **Cell Phone Use**

Out of courtesy to fellow members, members and their guests are asked to adhere to Club policy regarding use of cellular phones and other business-related items.

Upon entering the Club, members and guests should set cellular phones and the like to silent/vibrate mode. Cellular phone usage is permitted in the Terrace Room, private meeting rooms, Club corridors and the private telephone rooms located on the 4<sup>th</sup> floor. Cellular phone use, other than text messaging, is not permitted in the Reception areas, the Oak Room, the Oak Bar, or the Grill.

### **Charges and Payments**

Charges for food, beverage and services are placed on the member's Club account. Credit cards may be used for charges to be billed directly to a business. Credit cards are also accepted when a member's guest wishes to host the member.

Membership dues are billed in advance and cover the month following the statement date. Charges other than membership dues shall be accumulated during the current month and will be included in each member's statement to be mailed on or about the second business day of the following month. The balance reflected on the statement shall be due and payable upon receipt. In all cases, the Club should receive payment no later than the 25<sup>th</sup> day of the current month. A \$50 late fee may be charged on all accounts 30 days past due. If the member's account remains unpaid 60 days after the billing date, the member's account will be suspended and will be reviewed for further action, including termination of membership. While on suspension, all monthly dues and fees will continue to be billed to the member's account until the member pays all balances owed or his membership is terminated. Payment may be made by check or credit or debit card.

### **Comments**

Comments, suggestions, complaints or reports of inappropriate or neglectful acts on the part of any employee or member or guest relative to the operation of the Club should be made in writing and addressed to the General Manager of the Club.

### **Children**

Parents, not the City Club, are responsible for the supervision of their children. Parents are also responsible for the charges incurred by their children as well as for their acts and conduct. Please refer to Fitness Center Rules for more information about children and their access to the Club.

### **Conduct of Members and their Guests**

Members and their guests are expected to conduct themselves at all times in a responsible and acceptable manner. Members who, by the nature of their behavior are infringing on the rights and privileges of others will be asked to leave the premises. Any member who willfully refuses to comply with such requests or who, by nature of his/her actions is a continuing source of disruption is subject to expulsion.

# CITY CLUB

F O R T W O R T H  
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Reprimand of employees or an obvious display of dissatisfaction is inappropriate and may constitute grounds for action by the General Manager on the basis of unacceptable conduct.

Complaints concerning service or the behavior of a Club employee should be directed to the Duty Manager. Any complaint of deficiency in service will receive the prompt attention of the General Manager.

## Dress Code

It is the intention of the Dress Code to provide a set of guidelines within which it is expected that each member will demonstrate discretion and good judgment. It is the responsibility of each member to conform to the Dress Code, and to ensure that family members and guests do so as well. While all children are expected to be appropriately attired, children over the age of twelve (12) are required to conform to the dress code.

## Descriptions

### Traditional Business Attire

Traditional Business Attire for gentlemen is defined as suit or sport coat and tailored slacks for gentlemen. Dress denim may also be worn with a sport coat. Neckwear is encouraged, but not required. Ladies are expected to wear suits, dresses or clothing of equivalent formality.

### Casual Business Attire

Casual Business Attire for gentlemen is defined as tailored slacks, dress denim, sweaters, collared shirts and appropriate footwear. For ladies, an equivalent standard of casual attire is accepted.

### Oak Room

Lunch and Dinner:

Traditional Business Attire is required at all times. Equivalent formality is required for ladies.

*From June 1st to August 31st, Casual Business Attire is acceptable in the Oak Room.*

### Terrace Room

Lunch and Dinner:

Casual Business Attire is required; Traditional Business Attire is recommended at lunch.

Comparable attire is expected for ladies.

### Grill

Casual Business Attire is required. Comparable attire is required for ladies.

### Private Functions (Meetings and Social Gatherings)

Traditional Business Attire or Casual Business Attire is acceptable in the Private Function Rooms at the discretion of the host. It is the member host's responsibility to inform their guests of the Dress Code.

# CITY CLUB

F O R T W O R T H  
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## Unacceptable Attire

The following attire is never acceptable in the Club Dining Rooms: Denim for ladies and gentlemen unless worn with a jacket; shorts unless the Summer Dress Code is in effect; tee-shirts, sneakers, sandals on gentlemen, and athletic wear at all times. No ball caps are allowed in the Oak Room or the Terrace.

## Electronic Devices

As long as it is not intrusive to other members and their guests, the discreet use of electronic devices is permitted in the Club.

Club Management has been vested with the authority to ask members and their guests to temper the use of the above if deemed to be intrusive.

Private meeting rooms are available for business meetings requiring unlimited use of electronic devices. Please contact the Corporate Catering Manager at 817.878.4028 in order to reserve a private meeting room.

## Food and Intoxicating Beverages

No member or guest is permitted to bring upon Club premises any intoxicating beverage contrary to the rules and regulations of the Texas Alcoholic Beverage Commission or any other applicable state agency, or contrary to these Rules and Regulations. Employees of the Club are not permitted to serve these beverages to anyone who appears intoxicated. Consumption of intoxicating beverages by anyone under the age of 21 is prohibited. No food or beverage is to be brought into the Club by members or guests. All food and beverages consumed within the confines of the Club shall only be obtained from the Club and charged to the member's account.

A service charge is automatically added to all food and beverage charges. Members are required to provide their name and Membership Number prior to being served. All members are responsible for verifying the accuracy of any charges, and are required to sign their name and membership number on their check prior to leaving the Club. A member who fails to do this may lose his or her right to protest any charge.

## Guests

City Club must carefully maintain a Policy for Guests in order to protect the integrity of the Club for the members who pay dues for the privilege of belonging. Additionally, adherence to the Policy protects members' accounts from unauthorized charges.

Please refer to the ***Fitness Center Rules and Regulations*** for those Guest Policies.

Members may bring guests with them to dine as often as they like with no Guest Fee.

## Club Policies for Unaccompanied Guests in the Terrace, Oak Room and Grill

Prior to each unaccompanied guest visit, the member must contact the Membership Director or the Dining Room Manager to make the arrangements for their guest and to authorize the guest's use of the Club on a one-time basis.

The same unaccompanied guest is permitted to use the Club three (3) times per calendar year, after which we request they be proposed for membership.

Charges incurred by the guest must be placed on the member's City Club account. Non-members may only pay by credit card when they are with the member, and want to "host" that member or pay their portion of the bill. A Guest Fee is not charged for guests in the Dining Rooms.

## **Hours of Operation**

### **Terrace Room and Oak Room**

Lunch Monday through Friday, 11:30 a.m. to 2:00 p.m.

Cocktails Tuesday through Saturday, 5:00 p.m. to 8:00 p.m.

Dinner Tuesday through Saturday, 5:00 p.m. to 8:00 p.m.

*Last reservation can be seated at 7:00 p.m. The Club closes at 8:00 p.m.*

### **The Grill**

Lunch Monday through Friday, 11:30 a.m. to 2:00 p.m.

### **Fitness Centers—Women's and Men's**

Monday - Friday, 5:00 a.m. to 7:00 p.m. **For Men** Monday - Friday, 5:00 am to 6:30 p.m. **For Women**

Saturday/ Women's, 9:00 a.m. to 1:00 p.m.

Saturday/Men's, 8:00 a.m. to 2:00 p.m.

*Club Management reserves the right to adjust hours of service at any time, based upon member use.*

## **Leave of Absence (Inactive Membership)**

Inactive membership status is intended for those members who may have serious illness or injury, or who will be absent for an extended period of time. Members who wish to place their membership on Inactive status must submit a written or emailed request to the Club's Membership Director by the 15<sup>th</sup> of the month prior to the month they wish the Inactive status to become effective. All approved leaves of absence are for a 3-month minimum.

There is a mnthly fee charged to the member's account while he or she is on Inactive status.

## **Minimum Spending Requirement**

There is a Minimum Spending Requirement for all members which is applicable to evening dining. Evening "take-out" orders satisfy this requirement. The Minimum Spending Requirement is applicable to food and beverages including alcoholic beverages and member events.

## **Parking and Validation**

City Club provides complimentary parking for up to 3 hours in City Center Garages I and II, which are attached via sky bridges to the City Center Towers. City Center Parking Garage Management establishes the schedule of parking fees for time over the complimentary 3 hours. After the complimentary 3 hours, there are additional fees. The schedule of fees are posted in the bi-monthly newsletter as they are subject to change. Additional parking fees over the 3 hour limit must be paid to the parking gate attendant.

The Club validates parking at the 3<sup>rd</sup> floor Reception Desk and in the Grill when members are dining at the Club. Parking may also be validated at each Fitness Desk in the Women's and Men's Fitness Centers. It is suggested that members park in Garage II (Calhoun St., entrance) when visiting the Club.

Validation does not apply to members attending a privately hosted function at the Club. In those instances, parking is arranged by the host.

### **Personal Property-Lost**

The Club is not responsible for any loss of or damage to personal property of members, guests or visitors while in, around, arriving and leaving the Club. The Club does maintain a Lost and Found drawer with the Reception Desk. Contact the Receptionist at 817.878.4000. In the Fitness Centers, contact the Front Desks at 817.878.4016 for Men and 817.878.4094 for Women.

### **Private Functions**

City Club has a variety of private meeting and dining rooms to accommodate private functions. Private functions are still governed by the City Club Rules and Regulations. Exceptions to certain requirements may be made at the discretion of the General Manager, or other appropriate staff. Members are responsible for the deportment of their guests, as well as all charges incurred by them, including cost of any damage to the Club or its contents.

### **Reciprocal Clubs**

A member must obtain a Letter of Introduction entitling that member to privileges at a reciprocal club three (3) business days in advance of a planned visit to the reciprocal club. Members must contact the reciprocal club directly to make reservations for their visit. Members are responsible for the conduct of, and any charges incurred, or damages caused by themselves and/or their guests at the reciprocal club.

### **Reservations**

Reservations for lunch and dinner are recommended and encouraged. Reservations for all Club-sponsored events are *required* in order to allow proper planning. Charges for these events for the member and guests will be placed on the member's account.

### **Resignation of Membership**

Membership resignations MUST be addressed in writing to the Director of Membership a minimum of 30 days prior to the effective date of the resignation. Email is acceptable. The resignation will become effective at the end of the billing cycle following the 30-day notice period. Members retain Club privileges until the effective date of the resignation. All charges incurred during that last month of membership must be paid in accordance with the Club's payment policy. Resignations become final subject to fulfillment of all remaining obligations.

### **Cancellation of Reservations**

There is a minimum of 72 hours' cancellation notice on all Club-sponsored events unless otherwise noted. If a cancellation is made after the 72-hour deadline, whether for an individual(s) in the member's party or the entire party, the member's account will be charged full price for the applicable number of individuals.

## Security Cards

A Security Card-Key must be used to access the Men's or Women's Fitness Centers, and the Grill area. If you already have a Security Card as you have an office in Tower I or II, your present card will be remotely upgraded by City Center Security.

The double-glass perimeter doors on Commerce and 2<sup>nd</sup> Streets are secured 24 hours a day.

Elevator buttons that indicate "City Club Fitness", which is located in the building lobby, take members to the Fitness Centers and the Grill area. Alternatively, the 2<sup>nd</sup> Street building entrance may be used.

The first Card-Key issued to a member is complimentary. If that card is lost, a replacement fee will be charged to the member's Club account.

## Smoking

Cigarette and Cigar smoking is prohibited at the Club at all times. Smoking is allowed on the balconies. All smoking trash must be put into the containers on the balconies.

## Weapons

Guns and other weapons are prohibited from the Club premises at all times.

## Website

The City Club's website is [www.cityclubfw.com](http://www.cityclubfw.com). Members may view their accounts on-line, as well as make changes to address and contact information by logging in to the web-site. The Club's current Newsletter, List of Reciprocal Clubs and Fitness Class schedule are helpful items that can be found on the website.

## Fitness Center Rules and Regulations

### Basic Provisions

Members and their guests are expected to abide by these Rules. Any member who conducts himself or herself in an unbecoming manner, or who knowingly violates any of the Club Rules may be denied service and/or access to the Fitness Center or may have his or her membership suspended or forfeited.

Members and their guests may not display actions that the Fitness Center staff deems unsportsmanlike or rude.

### Attire

Men are required to wear the uniform provided by the Club, which consists of a gray T-shirt and black shorts. If a member prefers his own clothing, he must wear a gray or black shirt, and black shorts. Club-provided uniforms are to be left at the Club after each work out. Fitness attire is not permitted in the Grill or other dining areas of the Club.

### Cell Phone Use

Please be courteous to your fellow members and keep your voice down.

### Complaints

Any complaints regarding the conduct of the Fitness Center Staff, or a member, or the guest of a member should be reported in writing directly to the Director of Athletics or the General Manager.

### Courtesy Rules

Consideration of others is an absolute rule. Good order, proper attire, decorum and consideration of the rights and comforts of other must be observed at all times.

- Closing hours must be adhered to. Members should have completed their workout, showered and left the fitness center by closing time.
- Abusive or provocative language is not acceptable.
- Equipment must be handled with care.
- After using a piece of equipment, the member should clean it with Germix wipes which are provided throughout the fitness center.
- Free weights should be re-racked after use.
- Free weights and accessories may not leave the free weight areas.
- Moving equipment is not permitted.
- Members must keep their personal belongings constrained in their personal space.
- Members must exercise good order and proper hygiene about their person, their personal space, and

## Food and Beverages

Members and their guests shall not bring any food into the Fitness Center at any time. Beverages consumed during workout must be in a container with a lid. Any spills should be immediately cleaned up by the member.

## Guests

- Prior to each guest visit, the member must contact the Membership Director to make arrangements for their guest to visit the Fitness Center on a one-time basis.
- The same guest is permitted to visit the Fitness Center three (3) times per calendar year (outside of the BFF Day which is "Bring a Friend for Free" on the 1st Monday of the month).
- Charges incurred by the guest (personal training, Massage, F. I. T. classes, Reformer Pilates, etc.) will be placed on the member's City Club account.
- A Guest Fee is charged to the member's City Club account, with the exception of the first Monday of each month, which is "Bring a Friend for Free" Day.

## Lockers

Lockers are available in both the Women's and the Men's Locker Lounges.

Day lockers are available for members wishing to leave things while they work out. All property must be removed from lockers immediately following workouts. Any property left in a locker may be disposed of without notice.

Permanent lockers are available for monthly rental. The Fitness Desk in each Fitness Center will assign lockers. Resigning members must remove all personal items from their lockers prior to the effective date of their resignation.

Members on Inactive status may not maintain a locker.

## Minors' Use of Fitness Centers

Children must be at least 14 years old to enter the Fitness Center. Additionally, they must either have been added to their parent's membership or they must pay a Guest Fee in order to use the Club with their parents. For safety reasons, children under age 14 are not allowed in the Fitness Center for any reason whatsoever.

***Close parental supervision of children is mandatory.*** City Club and its staff are not responsible for the supervision of children.

Children age 14 and 15 may use the fitness centers only when accompanied by their parent.

Children age 16 through 22 may use the fitness centers unaccompanied by their parent if they have been added to their parent's membership. If they have not been added to the parent's membership, the parent must contact the fitness center in advance to authorize the child's visit and the \$20 Guest Fee charge to the member's account.

## **Racquetball Court**

Cancellations of court time must be made at least 24 hours before the scheduled court time. Dress requirements for the court are the same as general fitness center requirements.

NON-MARKING sneakers and safety glasses are also required. Black-soled shoes of any kind are not permitted. If a member or guest causes shoe marks on the Racquetball Court floor, a fee may be charged to the member's account. The member or guest will be prohibited from future play until the proper footwear is acquired.

Racquets and other gear are available for play, but not possession. They are the property of the Club. Trainers and attendants are instructed to enforce regulations if not observed.

## **Saunas, Steam Rooms and Jacuzzi**

Members must shower prior to entering the Steam Rooms and Saunas.

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