

HOUSE RULES OF THE PETROLEUM CLUB OF ANCHORAGE

OFFICIAL HOUSE RULES:

The purpose of House Rules is to establish and maintain a standard of service, deportment and orderly use of the Club facilities to the end that all Members may more fully enjoy the privileges of the Club, and employees may be offered a safe and professional work environment.

The term "Member" shall mean Charter, Regular, Associate and Non-Resident Members. Club privileges shall apply to all Members and guests, including family members of Club Members.

All requests, suggestions, and major complaints shall be made in writing, dated, signed and addressed to the House Committee Chair, who shall provide a copy to the President.

The House Committee defines the House Rules, with subsequent Board of Director approval, and the Staff Supervisors and Club Officers implement and enforce the House Rules. The House Committee will review any reported abuse of club privilege by any Member or guest, and will promptly investigate such charges, and make recommendations to the Board of Directors regarding disciplinary action.

CLUB USE:

The Club hours of operation will be determined by the Board of Directors.

Guests will not be allowed on the Club premises unless they are a Member of a reciprocal club or are accompanied by a Member in good standing. A Member accompanying guests will be responsible for the indebtedness and conduct of such guests while in the Club.

It remains the Member's exclusive privilege to sign for Club service.

Guests may be admitted to the Club when accompanied by a Member at any time, unless a special function has been designated by the House Committee to be open to Members only. At special functions the House Committee may limit the number of guests each Member may bring to the special function and all Members shall be bound by such limitations.

Spouses and children under the age of twenty-one years who form a part of the household of a Member in good standing shall be entitled to the use of the Club's facilities during scheduled open hours.

A special membership card may be issued, upon request of the Member, to the Member's spouse authorizing the use of the facility without the Member being present. Other family members as stated above may use the Club only upon direct authorization of the Member or Member's spouse holding a special membership card. The Member to whose household such persons belong shall be responsible for the department and payment of any indebtedness incurred by them.

Expelled Members may not be guests in the Club. Members expelled for any cause, including failure to pay Member's indebtedness to the Club, may not be guests at any time, including at special functions.

Members of other clubs with whom the Petroleum Club of Anchorage, Inc. has a reciprocal agreement shall show their own Club membership card and register in our guest book.

RESPONSIBILITY:

The Club will not be responsible for any personal property brought to or left in the Club.

GAMBLING:

Gambling in all of its forms is prohibited. The playing of cards and other games as a special diversion will be permitted under the supervision of the House Committee.

CHARGES:

Member and Spouse Card holders may sign meal and bar charge receipts, using their membership card number or paying with cash or approved credit cards.

GRATUITIES:

Gratuities for food and beverage services will be on a voluntary basis, at the discretion of the Member or guest. If the Member fails to assign a gratuity, or fails to sign the charge receipt for food or beverage services, a gratuity, which shall be fixed by the Board of Directors from time to time, will automatically be added.

PRIVATE FUNCTIONS:

The facilities of the Club may be available to Members for private or public functions. The function will be scheduled and coordinated with the Events

Coordinator. The sponsoring Member must be present at the function and remain as long as guests are present.

SOLICITORS:

Soliciting contributions for any entity other than legitimate non-profit organizations or charities will not be allowed. Those Members and guests in violation of this Rule will be advised of this prohibition by the General Manager and/or Officers.

ADVERTISEMENTS:

No articles of any kind shall be exhibited for sale, no subscription paper shall be circulated and no advertisement shall be posted in the Club without prior permission of the Board of Directors, and Board of Director approval is to be reviewed on at least an annual basis.

GIFTS:

Members will not be allowed to accept any gifts on behalf of the Club without prior approval of the Board of Directors.

DEPORTMENT:

Unbecoming conduct or any violation of the rules will be met with prompt and decisive action which may include suspension or expulsion. Proper attire will be expected and required of all Members and guests, as appropriate for each event or special function. The Officers and General Manager will have full authority to enforce this Rule. If the Officers or General Manager determine that a Member and/or his guest(s) are abusing the Club's privileges, then they may take appropriate action to limit and curtail such abuse, including temporary expulsion of the offending Member and/or guest(s) from Club premises.

EMPLOYEES:

Complaints regarding personnel working in the Club shall be made in writing, to the Vice President, who shall provide a copy to the President. There are to be two visible club employees present in the Club during open hours.

CLUB PROPERTY:

Any property of the club broken, damaged or lost by a Member must be promptly paid for by the Member. Members shall be held responsible for any such damages incurred by their guests.

RESTRICTIONS:

The House Committee Chair and General Manager are vested with absolute authority for enforcing all House Rules. Any Member or guest who fails to comply with any order or request of the House Committee Chair or General Manager will

be required to leave. Any Member who fails to comply with any order of the House Committee Chair or General Manager in connection with the House Rules may, at the discretion of the Board of Directors, forfeit their membership. The Bylaws shall take precedence over this Rule, if applicable.

The General Manager, Bar Manager, bartenders and servers are directed to deny the service of alcohol to any patron of the Petroleum Club, Member, guests, or Member's family, if in their opinion, such person or persons is intoxicated or would become intoxicated after the ingestion of an additional alcoholic beverage.

The General Manager, Bar Manager, bartenders and servers are directed to take all reasonable steps to obtain transportation for any patron, Member, guest or Member's family, if in their opinion, such person or persons is intoxicated or is likely to become intoxicated due to the immediate past drinking activity of the person or persons. The cost of this transportation shall be assessed against the Member being transported or responsible for the individual(s) for whom the transportation is provided. Failure to accept this prescribed transportation will be reported to the House Committee Chair for review by the House Committee, and may result in disciplinary action.

The General Manager on duty are responsible for ensuring that adequate security is provided in order that only authorized Members and their guests are allowed access to the Club. This level of security may be waived by the House Committee Chair for special functions, as appropriate.

MISCELLANEOUS:

In the event there is a conflict between the House Rules and the Bylaws, the Bylaws shall prevail.

The House Rules may be changed, altered or amended at any regular meeting or special meeting of the House Committee and subsequently approved by the Board of Directors.