

RAF CLUB – RULES

Page

- 1 **Objects of the Club**
- 2 **Property – Composition – President & Vice-Presidents**
- 3 **Full Membership - Honorary Membership**
- 4 **Honorary Membership – Associate Membership – Affiliate Membership**
- 5 **Family Membership – Election of Members**
- 6 **Entrance Fees – Annual Subscriptions – Resignation of Members**
- 7 **Expulsion of Members – Bankruptcy of Members – Non settlement of bills – Effect of removal for non payment, resignation or expulsion - Guests**
- 8 **Bedrooms – Notice Board – Restrictions on use for Business Purposes – Club address not to be given in Advertisements or Prospectuses – Loss of Members’ Property – Charges – Bedrooms**
- 9 **Smoking – Provision of Meals – Private Reception Rooms**
- 10 **Opening & Closing of the Club House – Club Employees – Squash Rackets**
- 11 **Cash Withdrawals and Payment by Cheque – Letters, Parcels and Address Confidentiality – Breakages – Removal of Books, Newspapers and Club Property – Luggage and Firearms**
- 12 **Dress Code (update 01 02 13) – Receipts for Payment - Sale and Consumption of Intoxicating Liquor**
- 13 **Children – Pets – Security – Public Rooms – Portable Electronic Devices (PEDs) & Mobile Telephones.**
- 14 **Wireless Network and Computers – Lockers – Complaints – Advice, Assistance and Suggestions**
- 15 **Rules to be Deemed Binding – Interpretation of the Rules**

ROYAL AIR FORCE CLUB

RULES

1 JUNE 2015

ROYAL AIR FORCE CLUB – RULES.

Registered Charity No: 1108295
Company Registration No: 5321353
Registered Address: 128 Piccadilly
London W1J 7PY
Group VAT Reg No: 927 5287 92
Telephone: 020 7399 1000
EMail: admin@rafclub.org.uk
Website: www.rafclub.org.uk

OBJECTS OF THE CLUB

The Club is established to carry out the charitable objects of the Company on its behalf in promoting the efficiency of the Royal Air Force by improving the condition of officers holding commissions therein, and in other associated Services, and by preserving and fostering among them the esprit de corps and traditions of those Services by every suitable means and in particular in the following ways:

A. By establishing, maintaining and conducting in London, on premises belonging to the Company, a central residential and non-residential club for the use and accommodation of Members, and by making available to them such other services, recreational facilities and leisure time activities as may be desirable, at prices which, so far as is possible, can be afforded by all Members.

B. By encouraging, by means of discussions, lectures, film shows, visits to places of interest and by any other means, an interest in all matters connected with flying in general and with the Royal Air Force in particular.

C. By encouraging and organising the holding at the Club of Service reunions, meetings and similar functions and by placing facilities at the Club at the service of Her Majesty's Government for the entertainment of representatives of foreign air forces.

D. By encouraging and by providing facilities to enable officers serving in the Royal Air Force and in other associated Services to meet and associate regularly with each other, and with persons who have previously served as officers in such Services and with members of other air forces and to benefit from the knowledge and experience of such persons.

RULES

1. Club Property

1.1 The Company, RAFC Co Ltd, will provide the Club with a club house and everything reasonably necessary for carrying on the Club in accordance with the RAFC Co Ltd Memorandum and Articles of Association.

1.2 The Club shall operate as a non-profit making association at all times.

2. Composition of the Club

The Club shall be constituted of:

2.1 A Patron, Vice-Patrons, a President and Vice-Presidents.

2.2 Full Members, to include both Serving Full Members (hereinafter referred to as Serving Members) and Former-Serving Full Members (hereinafter referred to as Former-Serving Members).

2.3 Honorary Members.

2.4 Associate Members.

2.5 Affiliate Members.

2.6 Family Members.

2.7 The privileges of each category of membership are as follows:

2.7.1 Full Members may be elected or appointed to the Board of Trustees, vote at Club meetings and serve the Club in any official capacity.

2.7.2 Honorary Members may use the Club facilities and amenities subject to the limitations defined in Club Rules. Honorary Life Members may vote and be appointed to the Board of Trustees, but other Honorary Members may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

2.7.3 Associate Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

2.7.4 Affiliate Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

2.7.5 Family Members may use the Club facilities and amenities subject to the limitations defined in the Club Rules; they may not vote nor be appointed to the Board of Trustees nor propose or second candidates for any category of membership.

2.8 The maximum number of Members may be fixed from time to time by the Board of Trustees except that no-one eligible to be a Serving Member will be excluded from membership, nor will such officers normally be denied the right to continue membership without break on leaving the Service.

2.9 No person shall be admitted to the Club as a Member without an interval of at least 48 hours, or such other time as prescribed under licensing regulations, elapsing following his nomination or election.

3 President and Vice-Presidents

3.1 The Board of Trustees will normally undertake the election of a President at its first meeting after an Annual General Meeting of the Club or at such other time should the post become vacant. The President, once elected, will normally be invited to serve for a period of 5 years.

3.2 The Board of Trustees will review at least annually the list of Vice-Presidents at its first meeting after an Annual General Meeting of the Club. In its review the Board of Trustees will decide on the appropriate number of Vice-Presidents and have due regard to the balance between Serving and Former-Serving members. The Board of Trustees may also elect a new Vice-President at such other time a vacancy occurs.

RAF CLUB – RULES

3.3 The Board of Trustees is empowered to appoint Honorary Life Vice-Presidents in recognition of outstanding contributions to the Club.

4. Full Membership

Full membership of the Club is limited to officers who hold or have held a commission in: -

4.1 The Royal Air Force.

4.2 The Women's Royal Air Force.

4.3 The Princess Mary's Royal Air Force Nursing Service.

4.4 The Royal Auxiliary Air Forces.

4.5 The Women's Auxiliary Air Force, and The Women's Royal Auxiliary Air Force.

4.6 The Royal Air Force Reserve and Volunteer Reserve (including VR (T)) forces).

4.7 Commonwealth or foreign Air Forces.

4.8 The Royal Navy or Army serving on an exchange tour of duty with the Royal Air Force for the period of their tour of duty.

4.9 A widow or widower of a Full or Affiliate Member may apply for the same membership category in his or her own right. Following the expiry of the late spouse's membership and provided there is no break in membership, no subscription will be payable for the first year of the widow's or widower's full membership. If the widow or widower remarries, the spouse will not be entitled to Associate Membership.

4.10 If the deceased Member benefited from a frozen subscription under Rule 10.12, the widow or widower would only continue to benefit from the frozen subscription if already aged 65.

5. Honorary Membership

The Board of Trustees has power to elect Honorary Members as follows:

5.1 As Honorary Members for life:

5.1.1 Members of the Royal Family.

5.1.2 Persons who have rendered outstanding service to: The Royal Air Force; The Women's Royal Air Force; The Princess Mary's Royal Air Force Nursing Service; The Royal Auxiliary Air Forces; The Women's Auxiliary Air Force; The Women's Royal Auxiliary Air Force; The Royal Air Force Reserve and Volunteer Reserve (including VR (T)) forces; or the Club.

5.2 As Honorary Members for their term of office:

5.2.1 Members of the Defence Council, the Air Force Board or such equivalent authority at the time.

5.2.2 Civilians closely associated with, and who are rendering a service of great importance to: The Royal Air Force; The Women's Royal Air Force; The Princess Mary's Royal Air Force Nursing Service; The Royal Auxiliary Air Forces; The Women's Auxiliary Air Force; The Women's Royal Auxiliary Air Force; The Royal Air Force Reserve and Volunteer Reserve (including VR (T)) forces; or the Club.

5.2.3 Professional advisers to the Club.

5.2.4 The Chaplain of the Royal Air Force Central Church of St Clement Danes, if not eligible for membership in his/her own right.

5.2.5 The Foreign Liaison Officers based at MOD representing the Royal Air Force, the Royal Navy and Army.

5.3 The Board of Trustees will review the foregoing list of Honorary Members annually and may offer them another category of Membership.

5.4 As Honorary Members during the term of their appointments:

5.4.1 Commonwealth and foreign Air and Defence Advisers and Attachés.

RAF CLUB – RULES

5.4.2 Students attending the Empire Test Pilots School, except those serving in the Royal Air Force and therefore eligible under other Rules.

5.4.3 Students attending the Royal College of Defence Studies, except those serving in the Royal Air Force and therefore eligible under other Rules.

5.4.4 Foreign students attending the Joint Service Command and Staff Training.

5.4.5 Students attending mainstream Royal Air Force sponsored courses, except those serving in the Royal Air Force and therefore eligible under other Rules.

5.5 As Honorary Members for a period not exceeding 3 months in any one year, Members of Reciprocal Clubs who produce formal evidence of such membership.

5.6.1 Newly commissioned officers are eligible to apply for full membership and are entitled to receive up to five years' membership at £5.00 per calendar year or such other rate agreed by the Board of Trustees paid by Direct Debit. Thereafter, the subscription will be collected each February by Direct Debit.

5.6.2 The financial benefit conferred by Rule 5.6.1 will vary according to the date on which the applicant completes the course at IOT and graduations after 1 July will not be charged for that year. Thereafter the subscription will be collected each February.

5.7 Members of any other recognised Club approved by the Board of Trustees may be admitted during any period in which that Club's premises are fully booked or closed. Any request for overnight accommodation at the RAF Club requires the prior authorisation in writing from the Secretary.

5.8 Persons attending Service reunions, meetings or functions held in the Club shall be elected Honorary Members for the occasions of those functions. The names of such persons shall be submitted to the Secretary not less than 48 hours before the dates of such functions.

5.9 The General Manager and Secretary of the Club, whilst holding office, shall be an Honorary Member.

6. Associate Membership

Full, Affiliate and Family Members may elect for their spouses or civil partners to become Associate Members, who will also be subject to all the Rules of the Club. If a Full, Affiliate or Family Member ceases to be a Member the spouse or civil partner will cease to be an Associate Member. Such associate membership will also cease on divorce or judicial or other permanent separation the circumstances of which should be notified by the Member to the Secretary in writing. An Associate Member who is widowed may continue to be an Associate Member, until his or her late spouse's membership expires, notwithstanding an application for Full Membership under Rule 4.9.

7 Affiliate and Family Membership

7.1 Affiliate Membership

The Board of Trustees is empowered to elect as Affiliate Members persons who may not have served in the Royal Air Force:

7.1.1 but have filled or are filling appropriate appointments at commissioned equivalent status with Royal Air Force connections;

7.1.2 or have contributed or are contributing to promoting the image of the Royal Air Force in a non-serving capacity;

7.1.3 or are present University Air Squadron (UAS) Members, with over one year's service and a reference from the Squadron Commander;

7.1.4 or are past members of a UAS, having served on that Squadron for a least one year;

7.1.5 or have or had a flying brevet in the other services;

7.1.6 or are current Liverymen in the Guild of Air Pilots and Air Navigators;

7.1.7 or are current Fellows or Companions of the Royal Aeronautical Society.

7.1.8 or are current Members of the Air Power Association

7.2 Family Membership

The Board of Trustees is empowered to elect as Family Members siblings, sons, daughters, grandsons and granddaughters over 18 years of age, who should be proposed by a parent, grandparent (brother or sister in the case of siblings) or legal guardian, who should be a Full Member of the Club of at least 2 years standing and seconded by another Full Member of the Club of at least 2 years standing who is not a relative.

The Board of Trustees is also empowered to elect as Family Members parents or legal guardians who should be proposed by the son or daughter (who should be a Full Member of the Club of at least 2 years standing) and seconded by another Full Member of at least 2 years standing of the Club who is not a relative.

If the proposing Full Member relinquishes Membership then the son or daughter / parents or guardians will also cease to be a Family Members of the Club. However, a Family Member whose sponsoring parent/legal guardian or sibling/son/daughter/grandson/granddaughter dies may continue their Family Membership. Unlike Associate Membership, Family Members cannot be converted to Full Membership.

8. Election of Members

8.1 A candidate, serving in the Royal Air Force, or Royal Air Force Reserves, is eligible to be a Serving or Reserve Member and shall apply in writing to the Secretary to join the Club.

8.2 A candidate for election as a Former-Serving Member, unless transferring at the time of retirement from the Royal Air Force, shall be proposed and seconded by Full Members both of 2 years standing to whom the candidate should be known personally. Candidates for Former-Serving membership who cannot find proposers may apply to the Board of Trustees.

8.3 The widow or widower of a Full Member or Affiliate Member is not required to be proposed or seconded if electing to apply for Full Membership in their own right under Rule 4.9.

8.4 The names of candidates for election as Former-Serving Members will be registered, and the particulars relating to them will be posted on the Club Notice board at least 14 days before the day of election. Such particulars will be dated and signed by the Secretary. The Board of Trustees will approve the election of candidates for Full Membership.

8.5 A candidate for election as an Affiliate Member under Rule 7 will be proposed and seconded by Full Members of at least 2 years standing. The Membership Committee will first approve such candidates before being put forward for election by the Board of Trustees. Their names will be registered and particulars relating to them will be posted on the Club Notice Board at least 14 days before the day of election. Such particulars will be dated and signed by the Secretary.

8.6 A candidate for election as a Family Member under Rule 7 will be proposed and seconded by Full Members of at least 2 years standing, as stated in in Rule 7.2. Should a Candidate for Family membership, or their proposer not be in a position to find a seconder, they may apply directly to the Board of Trustees. Their names will be registered and particulars relating to them will be posted on the Club Notice Board at least 14 days before the day of election. Such particulars will be dated and signed by the Secretary.

8.7 When a Member has been duly elected, the Secretary shall ensure payment of the entrance fee, if appropriate, and a subscription for the current year. The candidate will not be issued with a membership card or be entitled to the benefits and privileges of the Club until such fees as applicable have been paid. If the candidate does not pay his subscription within one month after the date on which it is requested or within 3 months if living or serving abroad, the Secretary will advise the Board of Trustees accordingly. The candidate will not become a Member unless the Board of Trustees is satisfied with the reasons for non-payment.

9. Entrance Fees

Entrance fees are not payable by Honorary Members, or by candidates for Serving Membership, or by candidates who transfer to Former Serving membership immediately they cease to be Serving Members. The Board of Trustees will determine entrance fees for other candidates.

10. Annual Subscriptions

10.1 Royal Air Force Serving and Reserve Members will be required to pay as an annual subscription a sum not in excess of one day's basic pay (plus VAT as appropriate at current rates).

10.2 Honorary Members for Life and Honorary Members are not required to pay subscriptions.

10.3 A Former-Serving Member will be required to pay an annual subscription, the amount of which will be determined by the Board of Trustees and become effective from the 1st January next after any change.

10.4 A Serving Member wishing to continue his membership upon leaving the Service without a break may elect for his first subscription year as a Former-Serving Member to pay either the Former-Serving rate or the rate applying to his last year of service, whichever is the lower.

10.5 An administration charge will be payable by Associate Members; the rate will be determined by the Board of Trustees.

10.6 Affiliate and Family Members will pay such annual subscription as may be determined by the Board of Trustees.

10.7 Any Member who is elected shall pay the appropriate proportion of subscription for their first calendar year.

10.8 All subscriptions are payable on or by the 1st January in each year or upon election, or upon such other dates as agreed by the Board of Trustees. Former-Serving Members with a UK banking account will normally be expected to pay their annual subscriptions by Direct Debit or other accounting system as approved by the Board of Trustees.

10.9 Payment of the subscription shall be considered as acceptance of the Rules of the Club. If a Member fails to pay his annual subscription within 60 days from the date on which it is due, his name will be posted on the Club Notice Board as the Board of Trustees in its discretion thinks fit.

10.10 If the subscription is not paid within 30 days from the day on which the name is posted, the Member, although still liable for the subscription, ceases to be a Member unless the Board of Trustees directs reinstatement as a Member.

10.11 A Member posted for non-payment of subscription is not entitled to the privileges or use of the Club.

10.12 A Full Member who has reached government retirement age and has a minimum of 25 years continuous membership or such other length of time as may be decided by the Board of Trustees, may apply in writing, subject to the approval of the Board of Trustees, to receive a reduction of 25% of the former serving subscription. In all cases, the decision of the Board of Trustees shall be final. (See also Rule 4.9)

11. Resignation of Members

Any Member resigning his membership must signify his wish in writing to reach the Secretary by the 15th December, and in default will be liable for the subscription for the ensuing year.

12. Expulsion of Members

12.1 The Board of Trustees shall have the power to expel a Member when, in its opinion, it would not be in the interests of the Club for him to remain a Member.

RAF CLUB – RULES

12.2 A Member shall not be expelled unless he is given 14 days' written notice of the meeting of the Board of Trustees at which his expulsion shall be considered and written details of the complaint made against him.

12.3 The Member shall be given an opportunity to make written representations and/or to appear before the Board of Trustees and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the Member and to cross-examine any witnesses on behalf of the Member. The Member must not be expelled unless at least two-thirds of the Board of Trustees then present vote in favour of his expulsion.

12.4 The Board of Trustees may exclude the Member from the Club's premises until the meeting considering his expulsion has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting for the purpose of making his representations.

12.5 In the event that a Member is expelled from the Club in accordance with this Rule 12, the Member shall not be re-admitted to the Club either as a Member or as a guest of a Member unless the Board of Trustees in its absolute discretion decides otherwise.

13. Bankruptcy of Members

Any Member who becomes the subject of a bankruptcy proceeding must declare his situation to the Chairman of the Board of Trustees.

14. Non-Settlement of Bills

14.1 Members are expected to settle their bills when presented. Any Member who has a bill outstanding with the Club, and who fails to give a sufficient explanation to the Board of Trustees within 7 days of being asked in writing, may be removed by the Board of Trustees from the List of Members and will forfeit all right to use the Club.

14.2 If an Associate Member fails to settle a bill incurred in the Club, the Full or Affiliate Member shall become liable as if he had incurred it personally.

15. Effect of Removal for non-payment, Resignation or Expulsion

Any person ceasing to be a Member further to Rule 10, 11, 12, 13 or 14 above shall be removed from the List of Members and forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his entrance fee or subscription.

16. Guests

16.1 Every Member may introduce guests to the Club and should normally be present with them. The names of the guests must be entered in the Visitors Book when they enter the Club. For private functions the Club must receive the guest list at least 48 hours, or such other time as prescribed under licensing regulations, in advance. (Refer to Rule 25).

16.2 The introduction of guests is subject to such regulations as the Board of Trustees consider necessary on any particular occasion.

16.3 A Member introducing a guest is responsible for his or her observance of the Rules of the Club.

16.4 No Member shall introduce as a guest any person who has ceased to be a Member under Rules 10, 12, 13, or 14 or a Member under suspension. The Board of Trustees has the right to advise a Member that any guests may not be introduced. The Board of Trustees need not give any reason for such advice.

17. Notice Boards

No notices, written or printed, shall be displayed in the Club without the agreement of the Board of Trustees or the Secretary, acting on its behalf.

18. Restrictions on use for Business Purposes

18.1 Members may not carry on any profession or business on a permanent basis in or through the facilities of the Club.

18.2 Discussions of a business nature and the use of business papers may only take place in public areas designated by the Board of Trustees, in accordance with Rule 40.

18.3 Correspondence to members addressed to them at the Club should be in their proper names.

19. Club Address not to be given by Members in Advertisements or Prospectuses

No Member shall allow his name with the address of the Club attached thereto to appear in any advertisement or prospectus of any company, except with the written permission of the Board of Trustees.

20. Loss of Members' Property

The Club is not responsible or liable for any property of a Member or his guest that may be lost on the premises.

21. Charges

The Board of Trustees shall set all charges for the services and facilities provided by the Club. Details of such charges will be shown on menus, price lists and tariffs at all times.

22. Bedrooms

22.1 A Member may not occupy a Club bedroom for more than one stay of ten consecutive nights in any period of 60 consecutive days, except with the prior authorisation in writing from the Secretary.

22.2 Guests

22.2.1 Normally a Full Member (including Life Honorary Members) and an Affiliate Member may introduce guests to occupy one additional Club bedroom. An Associate Member not accompanied by a Full or Affiliate Member may also introduce guests to occupy one additional Club bedroom. Exceptions to these provisions may be authorised in advance by the Secretary. Guest rates will apply to the additional room(s).

22.2.2 No Member may introduce or sponsor as a guest for use of bedroom accommodation a Serving Officer who, whilst being eligible, has declined to take up membership of the Club.

22.2.3 Non-members staying without a member (but introduced by a member) must have permission from the Secretary and provide home address details and credit card information at the time of the reservation. Upon arrival a credit card will be pre-authorised.

22.3 On making a reservation, a Member must specify the number of nights for which the room is required. The Member must vacate the room by 11.00 after the specified number of nights unless it would become vacant and other arrangements have been made.

22.4 Bedrooms are normally available for Members checking-in after 14.00.

RAF CLUB – RULES

22.5 A Member may also book a bedroom for day-use between 10.00 and 17.00 when a charge of 50% of the overnight rate will be levied. Shower and changing facilities are also available at no cost.

22.6 A charge for the room may be levied for the first night of reservation unless it is cancelled before 1200 on the day before. The room will be re-let for the remaining nights unless contrary instructions are received.

22.7 Accounts must be settled when the room is vacated or when the balance has reached £500 or such other amount that has been previously agreed with the Secretary.

22.8 A person who falls ill in Club accommodation is required to note that under the health regulations, the Club is not liable to provide appropriate medical facilities. Consequently, the Secretary, on the advice of the medical officer of the Club, may require the immediate removal of any such person. Any special expense resulting from an illness shall be defrayed by that person or the next-of-kin.

22.9 Reservations for Honorary Members introduced as officers of Commonwealth and Foreign Air Forces, must be confirmed in writing by the Full Member making the introduction.

22.10 Members from other clubs with reciprocal agreements and members from London Club with agreed arrangements in force should present written evidence that they are members in good standing of their own club before taking up bedroom accommodation. The bookings details should include the home address and credit card details for pre-authorisation.

23. Smoking

Government legislation forbids smoking anywhere inside the premises.

24. Provision of Meals

24.1 Meals will be served in the Club at times displayed on the Club Notice Board.

24.2 Special meals ordered but subsequently cancelled will be charged for in full, unless the cancellation of the order is given to the Head Waiter or his representative 2 hours previous to the time arranged for the meal.

24.3 A table booked for a specific time will not be held for more than 20 minutes after that time.

24.4 Members requiring early or late suppers should place their request with the Front Desk staff before noon on the day.

24.5 No Member may bring food into the Club for consumption in any of the public rooms.

24.6 Only in special circumstances with reasonable prior notice will meals be served in the bedrooms.

25. Private Reception Rooms

25.1 Members may reserve private reception rooms to hold reunions and functions. The Member making the booking is responsible for all expenses. Confirmation of all function details (menu, wines etc) should be given no later than 21 days beforehand.

25.2 Final numbers for catering and a guest list of all attendees should be confirmed no later than 72 hours beforehand, after this point any decrease in numbers will be charged at full rate. Any increase in numbers will be subject to availability.

RAF CLUB – RULES

25.3 A provisional booking will be held for 2 weeks before it will be automatically cancelled unless it is confirmed and made into a definite booking within this 2 week period and a deposit paid. If a confirmed (definite) booking is to be cancelled notification needs to be made in writing to the Conference and Banqueting department at least 8 weeks in advance. When a cancellation is made the following applies if it has not been possible to re-let the room:

If made less than 8 weeks prior to the event, then 50% of the room charge or equivalent will be payable.

If made less than 4 week prior to the event, then 75% of the room charge or equivalent will be payable.

If made less than 2 week prior to the event, then 100% of the room charge or equivalent will be payable.

If a cancellation is made within a week of the event full cost of food and room charge will be payable.

25.4 If full payment for the event is not received on the day of the event at the Club then payment must be made to the RAF Club accounts department within 21 days of the date of the function otherwise late payment charges may be applied. Invoices for all outstanding charges regarding the event will be made out to the host or sponsoring member of the function unless agreed otherwise at the time of booking. The host or sponsoring member is responsible for all guests during their time at the Club and therefore liable for charges those guests may incur.

25.5 The Sponsoring Hosts or members should remain on the premises until their non-Member guests have departed the premises.

26. Opening and Closing of the Club House

26.1 The Club shall open to Members from 07.00 until 01.30, or such other times as may be decided by the Board of Trustees. The opening and closing times are displayed on the Club Notice Board.

26.2 Except in exceptional circumstances, Members and guests will not be allowed in the Club during the closed hours unless resident.

26.3 The Board of Trustees has the power to close the Club House or part thereof for repairs, alterations and redecoration.

27 Club Employees

27.1 Members are not expected to give gratuities to the Club's employees.

27.2 Members should note that the Club's employees are not permitted to use Members' facilities unless prior permission has been given by the Secretary.

28. Squash Rackets

28.1 The hours of play are 08.00 to 22.00.

28.2 The lower court is available throughout the day until 17.00 for half-hour periods at quarter to and quarter past the hour. The upper court is available during the same period in half-hour bookings on the hour and half past. After 17.00 (lower court 17.15) both courts are available for 45-minute periods.

28.3 Normally, no Member may book a court more than 15 days in advance.

28.4 Court reservations will not be held for more than 10 minutes after the booked time, and may then be claimed by any waiting Member.

28.5 Only non-marking balls and shoes are to be used.

29. Cash Withdrawals and Payment by Cheque

29.1 Cash may only be obtained from Reception, subject to the availability of sufficient cash on the premises, by use of a Debit/Switch card and within the authorisation level of the card limits.

29.2 A Member whose cheque is dishonoured will be suspended from Membership until the Board of Trustees has investigated and made a decision on the case. Any costs incurred will be at the expense of the Member.

30. Letters, Parcels & Address Confidentiality

30.1 Letters, messages or parcels addressed to a Member will not be given up to any other person without the Member's written authority.

30.2 Letters addressed to Members at the Club will be forwarded to their last known address unless written instructions to the contrary have been given to the Secretary.

30.3 Registered letters and small packages will be kept at the Hall Porter's desk for collection and the Club will notify the Member and ask for instructions. Large packages will not be accepted unless the Club has been notified of the Member's intended arrangements for collection.

30.4 Unclaimed letters and parcels addressed to Members at the Club will be returned to the carrier 3 months after delivery.

30.5 The Club will not be held liable for the keeping and forwarding of Members' letters and packages.

30.6 Addresses and telephone numbers of Members will not be given by any member of staff to any person or organisation.

31. Breakages

Breakages or damage by a Member or his guest will be paid for by the responsible Member.

32. Removal of Books, Newspapers and Club Property

32.1 Members are not to remove newspapers, magazines or periodicals of any description from a public room unless the Secretary has given permission. Library books may be taken elsewhere in the Club, provided details are entered into the special Library Register, but under no circumstances taken out of the Club.

32.2 Members are not to remove Club property from the premises, unless the Secretary has given specific permission in writing.

33. Luggage and Firearms

33.1 Luggage cannot be accepted by the Club for permanent storage or safekeeping. When space is available, Members in transit may leave no more than 3 pieces of clearly labelled luggage of a reasonable size at the Club free of charge for a period of up to one week. Thereafter a charge for each week or part of a week will be made.

33.2 The Board of Trustees may, without being liable to the Member to whom the same belongs, dispose of any piece of unclaimed or unidentified luggage left in the Club House for more than 3 months.

33.3 Receipts shall be given for all luggage deposited but the Club is not responsible for such luggage, which is accepted only at the risk of the Member.

33.4 Members and their guests must not bring or store firearms of any description within the Club premises. Members and their guests are therefore advised to make arrangements in advance for the storage of firearms with a licensed gun keeper.

RAF CLUB – RULES

34. Dress

The Club Dress Code is:

Cowdray Room & Dining Room	Formal dress from 10:00 onwards (ties optional until 18:30) Informal Dress Breakfast, Friday evenings, weekends and bank holidays
All other Club areas	Informal dress

Formal dress is suit or jacket with collar shirt, tie (ties optional until 18.30), smart trousers and appropriate footwear. When specifically authorised in hot weather by the General Manger, jackets may be removed if no braces worn).

Informal dress is smart casual which includes tailored jeans but excludes shorts, torn jeans, sandals, sports vests and similar overly casual attire.

Ladies are required to dress appropriately using the above rules as a guide.

35. Receipts for Payment

All payments made by Members are recorded at the point of sale through the Club's systems or a receipt voucher will be given. Members are specially requested, in the interests of the Club, to ensure that this Rule is strictly observed.

36. Sale and Consumption of Intoxicating Liquor (Alcohol) Licensing Act 2003

36.1 The sale of alcohol is only available to persons over the age of 18 years. The hours during which alcohol will be supplied for consumption in the Club shall normally be:

36.1.1 Mondays to Thursdays - from 11.30 to 23.00;

36.1.2 Fridays and Saturdays - from 11.30 to 00.00 midnight;

36.1.3 Sundays, Christmas Day and Good Friday from 11.00 to 22.30.

36.2 An Extension to the normal bar closing time up to 01.00 should be arranged at least 24 hours in advance and may result in a charge being raised to defray additional costs.

36.3 The Night Receptionist will have a limited range of stocks solely for purchase by those who are resident in the Club.

36.4 Sales of alcohol outside of the hours of 11.00 to 01.00 to non-residents will only be permitted with an appropriate extension granted by the relevant Authority.

RAF CLUB – RULES

36.5 Sale of alcohol is available from the Club Shop, but only for consumption off the premises.

36.6 No Member is to bring alcohol into the Club for consumption in any of the public rooms.

37. Children

Children are welcome in the Club at all times providing that:

37.1 Members and their guests personally supervise their children at all times;

37.2 The comfort and tranquillity of other Members are respected; and

37.3 Licensing regulations are complied with in respect of alcohol and young persons.

38. Pets

No animals or pets, other than guide dogs, will be brought into the Club.

39. Security

39.1 Membership cards must be shown at all times when entering the Club. Briefcases etc. may be inspected and must be deposited at the Hall Porter's desk, unless they are being taken to a bedroom, private function room or the Study. The attention of Members is also drawn to Rule 16.3 with respect to guests.

39.2 No firearms of any description are to be brought or stored within the Club premises [see Rule 33.4].

40. Public Rooms (see also Rule 41)

40.1 Items of outer clothing, shopping bags, umbrellas, radios, and audio/visual recording/playback and other similar equipment are not to be taken into any public rooms.

40.2 Laptop computers, working papers and briefcases may be taken into the Study, Library and Running Horse Tavern at all times. Briefcases, working papers, and computers are also permitted in the Club Bar (Ground Floor), if the Bar is not otherwise booked for an event.

41 Portable Electronic Devices (PEDs) & Mobile Telephones.

41.1 For the purpose of this Rule, Portable Electronic Devices including mobile telephones are defined as a device with a screen but no permanently attached keyboard (e.g. an Apple iPad, Samsung Tablet, Kindle, iPhone, etc) up to a maximum size of approximately 11 inches.

41.2 Save as provided in the following provision of this Rule, mobile telephones and all other PEDs may be read in all areas of the Club premises in silent mode.

41.3 Mobile telephones may be used by members and visitors for the purpose of speaking and listening when in the following areas; the Study, private function rooms and the main corridors on the ground and first floors.

41.4 Laptop computers may be used by members and visitors in private function rooms and in the main corridors on the ground and first floors, in the Churchill Bar and Running Horse when not in current use and in silent mode in the Library.

41.5 Members are responsible for ensuring that their visitors comply with the requirements set in this Rule.

42 Wireless Network and Computers

Use of the Club's Wireless Data Network is subject to the following conditions:

42.1 The good name of the Club shall not be brought into disrepute.

42.2 The user shall not engage in any activity on the network that would be deemed unlawful. This includes, but is not limited to: storage, production or reproduction of obscene or defamatory material; activities which breach the Data Protection Act; activities which breach the Computer Misuse Act; and any breach of Copyright Law.

42.3 By connecting to the Club network the user is deemed to have agreed to the above conditions. Users are responsible for taking reasonable precautions to ensure that others do not misuse systems and data registered in their name. Breaches of these conditions may result in action against the user by the Board of Trustees, which also reserves the right to discontinue the service should it be deemed appropriate.

42.4 Computers are available for Members' use in the Study, Library and at the foot of the rear staircase. Use of these computers is conditional on acceptance that no changes are made to the operating software and/or private files stored on the internal drives.

42.5 Members should observe a usage time of no more than 20 minutes when other Members are waiting to use a computer.

43. Lockers

Lockers of various sizes are located on the premises and are available for annual rental – details of the rates and sizes of the lockers are available from Reception and rentals are subject to conditions as below:

43.1 It is expressly forbidden to store in lockers (or elsewhere on the premises) open food items, firearms, ammunition, explosives, inflammable substances, illegal printed material and any items that might cause offence or an infestation.

43.2 The annual payment for lockers will be made by Direct Debit on the first working day of January.

43.3 If payment has not been received by 31 March, the Club reserves the right to reclaim the locker and dispose of the contents.

43.4 Any damage to lockers will be at the Member's cost

43.5 Only one locker can be assigned to a Member.

43.6 The Club reserves the right at any time to open a locker and, if necessary, move the contents elsewhere.

43.7 The Club accepts no responsibility for the damage or loss of any property from a locker.

44 Complaints

44.1 Members having cause of complaint should notify the Secretary without delay, either verbally or in writing.

44.2 Members are not to reprimand an employee under any circumstances.

45. Advice, Assistance and Suggestions

45.1 Members experiencing any difficulties with facilities or service or who require any advice or assistance should contact the Reception desk staff who will either deal with the subject or refer the matter to the responsible manager.

45.2 Suggestions with a view to improving service to Members are always welcome and should be entered into the Suggestions Book, addressed to the Secretary or made via the Club's website.

RAF CLUB – RULES

46. Rules to be Deemed Binding

Copies of these Rules are available in the Club. A copy of these Rules will be displayed in the Club and no member shall be absolved from their effect by any allegation of not having received them or ignorance of their contents.

47. Interpretation of the Rules

47.1 Any question relating to the Objects of the Club may be referred by any Trustee to the Charity Commissioners for its opinion or advice. Other matters arising under these Rules should be referred to the Board of Trustees whose decision is binding.

47.2 In these Rules the word “Member” means a Member of the Club and unless otherwise indicated by the context shall apply to all categories of membership.

47.3 In these Rules all words importing the masculine gender shall when they refer to a Member or Members be also deemed to imply the feminine gender.