



PENN CLUB OF NEW YORK HOUSE RULES

RULE 1 — GENERAL USE OF CLUB FACILITIES

The use of the Penn Club of New York (the “Club”) is available only to members in good standing (Rule 3) and their authorized guests accompanying them (Rule 4).

Hours and days of access to the Club and its various facilities are set by the House Committee.

RULE 2 — MEMBERSHIP ELIGIBILITY

Membership will be open to: alumni who attended Penn for at least one year; students who are at least 21 years old; spouses, parents, grandparents, siblings, children and grandchildren of qualified alumni and students; faculty, staff, Executive Education alumni, all members of the University boards and committees; and such associate and affiliate memberships as may be deemed appropriate by the Board of Directors.

RULE 3 — MEMBERSHIP RESPONSIBILITIES

All paid dues and initiation fees are non-refundable.

After the last day of each month, statements will be mailed to each member showing charges owed the Club. This amount is payable upon receipt and no later than the end of the month that the bill is received. Time should be allowed for mail and check payments to clear by the last business day when payment is due. Vouchers will not accompany bills.

Dues will be billed in accordance with guidelines established by the Board of Directors.

Members are considered to be members in good standing and consequently eligible to use all Club facilities if:

- required non-refundable entrance fees are paid
- their dues are current
- house charges are paid within thirty (30) days following the end of the month in which those charges were incurred

Any member who does not meet these requirements will be subject to restriction and possible revocation of the privileges associated with general membership without any refund, as

determined by the Board of Directors.

A list may be posted in the Club’s lobby showing the names of those members whose membership is restricted or revoked. The current restriction and revocation criteria are as follows:

House charges 30-90 days past due	Monthly Late Payment Fee
House charges 91-120 days past due	Suspension of Privileges
Unpaid dues 91-120 days	Suspension of Privileges
Any charges 120 days past due	Revocation of membership and submission for collection

These criteria are subject to change by the Board of Directors without prior notice.

Written notification will be sent to a member’s address of Club record concerning their account status, inclusion on the posting list, and any restrictions that may apply to their membership. If a member’s account is submitted for collection, the member will be held liable for the balance due, plus any appropriate finance charges and legal/collection fees associated with collecting the full balance due the Club.

Members who lose their membership due to nonpayment of charges or dues may, upon payment of the balance due and all associated charges, apply for readmission subject to House Committee approval and payment of a reinstatement fee.

It is the responsibility of each member to provide accurate and current contact information (including mailing address for both home and business, email address, phone numbers, etc.) at all times. Failure to provide such information is not a valid reason to avoid any late payment fees for house statements.

A member who utilizes the Club at any time during the dues renewal period, including making a request for a letter of introduction to a reciprocal club, has chosen thereby to renew his/her membership, and is, consequently, responsible for that fiscal year’s dues in full.

An inactive member who utilizes the Club at any time has thereby chosen to re-activate his/her membership and is responsible for the balance of that year's dues as well as any activation fee.

Resignation from the Club or changes in residential status must be in writing. Statements and correspondence will be sent to the new address beginning with the month following receipt of such notification by the Club. No portion of dues will be adjusted or refunded upon early resignation or change of residential status.

Any change in dues rate associated with a change in residential status shall become effective for the fiscal year following the notice of change. Accordingly, members are not required to pay the balance of any additional pro-rated dues and are not entitled to receive a refund of any pro-rated dues due to a change of residential status during the fiscal year in which the change is made.

The resolution of disputes of any nature between the Club and its members shall be governed by the laws of the State of New York and heard in any of the City, State or Federal Courts situated in New York County, New York. By applying for and accepting membership to the Club, members consent to the personal jurisdiction of said courts. Members waive personal service of any and all process and consent to service of process by certified mail, return receipt requested, directed to the member at his or her last known resident address appearing in the records of the Club. Service of process so made shall be deemed complete ten (10) days after posting as aforesaid. It shall be the obligation of members to provide their current residence and business addresses to the Club.

RULE 4 — GUESTS

A guest (non-member) may utilize the Club's facilities when accompanied by a member in good standing (Rule 3). A member is responsible for the conduct of, and charges incurred by, his/her guest(s) while they are on Club property.

For purposes of sleeping rooms, it is not required that the member be present. However, the member must submit prior or written authorization to the Club requesting such privileges for his/her guest. Such authorization will serve as the member's guarantee for the charges of their guest.

At the Club's discretion, a guest fee may be applicable when a non-member utilizes certain Club facilities (i.e. overnight guestrooms, health club, etc.)

A spouse is considered a guest and consequently must be accompanied by the member when utilizing the Club's facilities, unless the spouse obtains a spousal membership.

Immediate family members are considered guests of a member and must be accompanied by a member when utilizing the Club's facilities. (Unless staying overnight, in which case standard Club guest policy will apply.)

Persons under 21 years of age will be admitted to the Club, only when accompanied by a member or an authorized adult guest of a member.

Pets are not permitted in the Club (service animals are an exception).

Members of reciprocal clubs approved by the House Committee are considered guests of the Club and subject to the rules and regulations of general membership.

Regional alumni club members (who are not members of the Penn Club) will be granted limited access to Club events and rental of private rooms for their own functions, as approved by the House Committee; however, such events or activities must still be sponsored by a member.

RULE 5 — RECIPROCAL CLUB USAGE

When a member of the Penn Club wishes to use a reciprocal club outside of New York City a letter of introduction to that club must be obtained from the Club Executive Offices during business hours with 24 hours' notice. This letter of introduction is conditional on the member's Penn Club account status (i.e. no restriction currently applies to the member per Rule 3), as well as their conduct while at another facility.

A member should be prepared to present a valid Penn Club membership card and/or other forms of identification a reciprocal club. Members must accompany any guests to reciprocal clubs.

While at a reciprocal club, it is assumed that members will conduct themselves as fitting representatives of the Penn Club and will act in accordance with the reciprocal club's rules. Inappropriate behavior at a reciprocal club may result in a Penn Club member's loss of reciprocal privileges as well as other disciplinary action in accordance with these Rules.

RULE 6 — SERVICE CHARGES/GRATUITIES

The House Committee may set a mandatory service charge on club charges. These rates are subject to change upon approval of the House Committee. These service charges will be distributed to the Club's staff as designated by the Club's management.

No member, guest or visitor may give money or other gratuity to anyone in service at the Club. No member, guest or visitor may send an employee out of the Club premises for

personal business or for any reason whatsoever. Any request for such service should be presented to the Club Manager.

RULE 7 — USE OF THE CLUB'S PUBLIC SPACE AND PROPRIETARY ITEMS:

The dining rooms, library, lobby, health club and sleeping room hallways are for the quiet enjoyment of the general membership. In accordance with statutory regulations, under no circumstances are these areas available for use in conducting business through the evident display of business papers or portable business equipment (including cellular telephones, notebook computers, tablets, web cams and other audible electronic devices). Private meeting rooms, the 11th Floor Business Center, and day rate sleeping rooms are available for these purposes.

Personal Digital Assistants (PDAs) and e-Readers are permissible for personal reading in all areas of the Clubhouse.

The use of cellular phones is limited to private meeting rooms and day rate sleeping rooms. Quiet and respectful cell phone usage is also permitted in the 11th Floor Business Center, as well as in the telephone booths on floors 3 and 4, and the front lobby outer foyer.

Newspapers, magazines or books belonging to the Club shall not be marked, cut or otherwise defaced, nor shall they be removed from the Club.

No advertising or publications may be circulated in the Club without the approval of the House Committee.

No member may use the Club's name, address, phone number or stationery in connection with communications to the public for business reasons, nor the press for personal or business reasons.

The address or telephone number of members shall not be revealed by the club staff to others not associated with Club business unless a member gives specific written authorization to do so, or required under legal process (including when it becomes necessary to collect a member's account which has become past due).

RULE 8 — GENERAL CONDUCT

Dress — Business Casual Attire is permitted at all times throughout the Clubhouse. Acceptable Business Casual Attire includes collared shirts, sweaters, turtlenecks, dress slacks, khakis, corduroy trousers, skirts and dresses. Relaxed Casual Attire is permitted at all times in the Grill Room, Lobby, Guest Rooms and Business Center. Acceptable Relaxed Casual Attire includes Business Casual Attire as well as jeans in good repair, knee-length shorts, and athletic shoes or sneakers.

The following attire is NOT acceptable: Shorts (with the exception of culottes and knee-length shorts), T-shirts, Tank Tops, Sweat Suits or Jogging Suits, Lycra or Spandex Garments, Ripped or Frayed Clothing and/or footwear and similar apparel.

In the Palestra Fitness Center, appropriate sneakers, T-shirts, shorts or sweat suits are the only acceptable gym attire.

The Dress Code applies to members and their guests. Members are asked to inform their guests of the Club's Dress Code.

Food and Beverage — Food and beverage from outside sources is not to be brought into the Clubhouse when food and beverage are otherwise available within the Clubhouse. NO food and/or beverages are permitted in the 11th Floor Business Center.

Smoking — Local Law prohibits smoking in any area of the Penn Club of New York.

General Order — Members are expected to conduct themselves in a manner respectful of other members and the Club staff, and in accordance with generally accepted Club decorum. A member, or his/her guest, may be excluded from a Club function and/or its general premises for disorderly conduct, until further action is taken by the Board of Directors. The Board of Directors has the discretion to restrict or revoke membership without any refund for improper or illegal conduct on Club premises, as well as on the premises of a reciprocal club.

General Liability — The Club is not responsible for loss or damage of personal property. Reasonable efforts will be made to ensure the security. However, items that are entrusted in the staff's care are done so at the owner's risk.

Valuables for overnight guests may be kept in the in-room safes.

Usage of the health club after published staffed hours is forbidden. Persons using these facilities outside of those established hours do so at their own risk and the Club assumes no liability for any damages or personal injury.

The Penn Club assumes no liability for injury which may occur to its members as a result of the performance of an outside vendor arranged by the club on the members' behalf.

Requests/Complaints — All requests and/or complaints regarding the service, appearance or general operation of the club, should be submitted in writing to the House Committee.