



## **BUSINESS TRANSACTIONS, MEETINGS, USE OF PHONES, LAPTOPS AND OTHER DEVICES ON THE CLUB PREMISES (Rule 24)**

Members may not carry on a profession, trade, business or like occupation on the Club premises, nor use the name or address of the Club for such purposes, or cause letters to be addressed to them otherwise than in their own name.

The use of telephones, laptops and business papers at the Club is restricted. Areas of the Club designated for business use, such as the Business Centre and other designated spaces may change from time to time as determined by Council. Information about use of phones, laptops and other portable business or office equipment, as determined by Council is displayed below and may change periodically. Members are responsible for keeping up to date with the relevant information and are expected to follow the Club's Rules displayed below.

### **Telephone Calls**

Mobile phones and all digital communication devices must be on silent and may only be used for verbal communication in the mobile phone cubicles on the basement floor by Sports Reception, mobile phone cubicle on the 1st floor, Business Centre on the 4th floor, meeting rooms if booked, or outside of the Club.

Members & guests are temporarily allowed to make discreet phone calls in the Thirties and Billiards Rooms, providing these are individual (and not group) calls. Headphones must be used for Zoom / Microsoft Teams/ Skype (etc) calls. Calls involving more than one person at the Club should not be held in the Thirties and Billiards Room. Members who wish to hold large group meetings/calls should book an appropriate room so as not to disturb other Members.

Verbal communication via *any* electronic digital device including Zoom, Skype WhatsApp etc is not permitted in any public areas.

### **Use of Tablets, Phones, Laptops and Other Devices.**

Non-verbal digital communication is permitted throughout the Club via the use of phones, tablets, laptops and similar devices.

Laptops, business papers and tablets may be used discreetly in all public areas for presentation purposes except the Dining Room.

### **Photography**

Members are kindly asked to exercise discretion when taking photographs so as not to bother other Members and to seek the permission of photography subjects.

### **Business Meetings and use of Meeting Rooms**

The Club is primarily a space for social and sporting use by its Members. Large, formal business meetings in public areas are not permitted. However, Members who wish to discuss business affairs may arrange with the Club for the hire of function rooms as may be available. Members may take function rooms for up to one hour at no charge for casual business discussions as long as they book the room, which they may do only on the day in question. This privilege will not be available to a Member more than once a week. The usual Club dress regulations must be observed. Should a Member wish to take a room for more than one hour, then a half day or full day fee is payable. A half day would be from 8.30am to 12.30pm or from 1.30pm to 5.30pm, and a full day is in excess of five hours.