



HARVARD CLUB OF BOSTON COMMUNITY STANDARDS

Harvard Club of Boston

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AFFIRMATION



The Harvard Club of Boston welcomes and honors all members, staff and guests to a community that is safe, friendly, supportive and fulfilling.

We affirm the inherent worth of every person. We are dedicated to applying the principles and practice of diversity, inclusion and equity in our mission, values, community standards as well as business and employment practices.

We are committed to fairness for all within our Club community. Our commitment to equity is our aspiration without regard to race, nationality, ethnic background, religion, gender, family configuration, economic circumstances, difference in ability, culture, age, sexual orientation or identity.

We continually strive to realize a community of dignity and respect. We aspire to be an exemplar regarding acceptance and appreciation of all. Anything less will not be tolerated.

We endeavor to be authentic in our quest for knowledge and open minded in our intellectual curiosity. We encourage dialogue that encompasses a wide range of opinions and ideas to broaden perspectives, which inspires innovation and safeguards the pursuit of Veritas above all else.

The Harvard Club of Boston is a place that celebrates all who gather to experience the diverse company of educated people. We are strengthened by the richness shared individually and collectively through inclusion, connectivity and engagement throughout Harvard, our affiliated schools and neighboring communities.

Approved by the HCB Board of Governors, July 2020

MISSION

To be the social, intellectual, and athletic hub of Harvard alumni and our affiliated community in the Greater Boston area.

Approved by the HCB Board of Governors, October 2020

VALUES

We live VERITAS according to these values. We are:

- **Visionary:** Our club builds for tomorrow while treasuring the traditions of the past.
- **Excellent:** We deliver an exceptional member experience for all.
- **Responsible:** We value our members and treat their investment with the greatest of care.
- **Inclusive:** We are a community where everyone belongs.
- **Transformational:** We embrace a creative, innovative approach in everything we do.
- **Altruistic:** We are generous in our support of Harvard students and our broader community.
- **Sustainable:** We recognize the need to conserve and contribute to the world around us.

Approved by the HCB Board of Governors, October 2020

Harvard Club of Boston Community Standards

INTRODUCTION

The Harvard Club of Boston's Affirmation, Mission and Values Statements articulate the guiding principles of who we are and what we believe as a community.

We aspire to be a community that is welcoming, promotes fellowship among its members and guests, and embraces the spirit of the greater Harvard community. Understanding that there are universally accepted norms of social interaction, the Club considers the treatment of its members, guests, and staff alike with common courtesy, dignity and respect to be of the utmost importance. Membership at the Harvard Club is a privilege, and with that privilege comes responsibility. Inappropriate behavior will not be tolerated. The following Community Standards set out the Club's policy on certain issues where there is not necessarily universal agreement or where the appropriate conduct is not self-evident. Certain Standards also reflect important practices of the Club.

CONDUCT

The Club is a community where members and their guests can enjoy a safe environment where mutual respect, courtesy, privacy and discretion prevail. We appreciate spirited respectful exchange of ideas and the ability to use the Club for both relaxation and revelry, but we must also be mindful of those who utilize the Club as a quiet oasis in a world of constant interruption.

- The Harvard Club of Boston (the Club or HCB) Community Standards are established for the benefit of the members and their guests and all those who have privileges at or use the Club or who are on the Club's premises. The Board of Governors, acting at its discretion, may amend these Community Standards at any time, with or without prior notice to the membership or other interested persons.
- Members, their immediate families, and their guests are expected to act with civility and exhibit respect toward one another, Club staff and other guests and visitors, while using the HCB facilities, affiliated and reciprocal clubs or attending a Club sponsored event whether on or off the Club's premises. Any member, his or her immediate family or his or her guest, whose conduct is deemed, in the discretion of Club management or the Executive Committee of the Board of Governors to be inimical to the congeniality, harmony, health, safety or reputation of the Club will be subject to restrictive actions, as imposed by the Executive Committee of the Board of Governors or Board of Governors.

- All HCB Community Standards and other Policies of the Club shall be honored and followed by members, their immediate families, member guests and those who have privileges at or use the Club. Non-compliance or violation of the Community Standards or Policies or other behavior deemed detrimental to the Club, its members, staff or guests are subject to Sanctions by the Executive Committee of the Board of Governors or the Board of Governors. Sanctions may include but are not limited to suspension from any and all privileges of the Club or expulsion from the Club consistent with Section 10 of the HCB by-laws.
- Complaints and criticisms about member behavior must be submitted by a signed letter or by signed email to the President, Club Secretary, House Committee Chair or General Manager. If the infraction or behavior involves a delicate or sensitive situation, then an in person discussion with two of the foregoing persons is permitted.
- **Members, their immediate families, and their guests may not reprimand, confront or chastise an employee of the Club or vendor that provides services to the Club.** Those who do will be subject to such Sanctions as the Executive Committee of the Board of Governors or Board of Governors shall determine. Complaints and criticisms about employee performance or behavior must be submitted by a signed letter or email to the General Manager, President, Club Secretary or the House Committee Chair. If the complaint is delicate or sensitive in nature, then an in person discussion with two of the foregoing persons is permitted.
- No member may authorize the signing of bills or utilization of the member's account number by any other person.

SMOKING

In compliance with the smoking ban imposed by the City of Boston, the Harvard Club of Boston is a non-smoking facility. Smoking, including electronic cigarettes, will not be permitted anywhere within the Club, in the parking lot or within 25 feet of the entrances of the Club.

ALCOHOL

- The service of alcohol to anyone under the age of 21 is illegal and is prohibited.
- The Club's staff is not permitted to serve alcohol to anyone who, upon request, does not present satisfactory proof of age in allowable identification forms acceptable under Commonwealth of Massachusetts Law.
- The Club's staff is legally obligated by Commonwealth of Massachusetts law to stop serving alcohol to any person who appears to be intoxicated or on the verge of becoming intoxicated. There should be no argument with any staff member who has exercised their judgment to refuse to serve alcohol to someone or to stop someone from further consumption of alcohol.

- The Club will hold accountable any member who is responsible for an individual under the age of 21 who consumes alcohol at the Club, whether or not that member was present at the time the alcohol was consumed.
- Alcohol or alcoholic beverages from outside the Club may not be brought on to the premises by members or guests without specific prior approval of management.

MARIJUANA & CANNABIS

Use of marijuana or any Cannabis product in any form on Harvard Club of Boston property or at any events is strictly prohibited.

ILLEGAL SUBSTANCES

Use of any illegal substance on Harvard Club of Boston property or at any events is strictly prohibited.

TIPPING

The Harvard Club maintains a firm no tipping policy. Giving cash or non-cash gratuities to employees is not allowed. Accordingly, any money left by a member or guest for an employee in cash will not be treated as a tip or gratuity and will be returned to the member or guest. To the extent that a member or guest declines to accept the returned money, it will be donated to the Harvard Club of Boston Employee Scholarship Fund. Any money left by a member or guest for an employee on a chit, charge slip, or invoice will not be treated as a tip or gratuity and will not be charged against the member or guest's account.

Any fee or charge imposed by the Harvard Club for meal or beverage service, private functions or use of the Club's facilities, including the Club Charge, pays for regular maintenance and other costs incurred by the Club. No fee or charge added to a statement for meal or beverage service, private functions or use of the Club's facilities is a tip, gratuity or service charge for the Club's wait staff, service bartenders or service employees.

ANIMALS

Animals are strictly prohibited in the Harvard Club of Boston. However, as defined by and within the U.S. Department of Justice ADA guidelines, "Service Animals" are permitted to accompany members and guests in the Club. Support Animals are not covered under this law and therefore are not allowed. Cars containing animals will not be allowed to remain in the parking lot.

DRESS CODE

Business professional and business casual clothing are always the preferred attire for members and guests. Examples of appropriate business casual attire:

- Business dress pants, slacks, khaki pants, appropriately styled denim slacks.
- Appropriate length dresses and skirts.
- Blouses, sweaters, polo shirts, long-sleeve button down shirts, dress shirts.
- Loafers, oxfords, pumps, heeled boots, closed-toed flats.
- A jacket is not required but may be dictated by occasion.

Please note that members are responsible for their guest's adherence to the dress code in dining areas and at functions. The HCB has three designated dining areas - Veritas Restaurant, our formal/business casual dining room, Veritas Lounge, our business casual lounge and The Club Pub, our sports bar.

- Torn, frayed, excessively worn clothing, halter tops, midribs, short shorts and flip flops are not appropriate attire in the HCB. Athletic attire is only acceptable in the Club Pub and in the Athletic areas.
- During June, July and August, Bermuda shorts with a collared shirt are acceptable only in casual dining areas - Club Pub and Veritas Lounge.
- Athletic footwear is not appropriate attire for the Veritas Restaurant after 5:00 PM.
- Gentlemen's hats and caps should be removed within the Club at all times. Ladies' baseball or golf caps are not appropriate attire for the Veritas Restaurant.
- Appropriate denim slacks are acceptable in the Club until 5:00 PM. After 5:00 PM, denim slacks are not acceptable for gentlemen in the Veritas Restaurant.
- Collared shirts are the preferred attire. T-shirts are only permitted in the Club Pub and Athletic areas. T-shirts with offensive statements or artwork are not acceptable.
- From time to time, specific attire may be required for designated Club events.
- Management has final discretion with regard to the appropriateness of attire within the Club and at events.

TECHNOLOGY

Cell phones and electronic devices are permitted in the Club within particular guidelines. Members and guests are reminded to be respectful and considerate of others when using devices and that the Club is a place of social interaction and relaxation. Members should also be mindful of subject matter, language, tone and decibel level of voice when speaking on a phone in the Club.

- Any and all audible functions of devices must be on silent or vibrate mode while in the Club. Use of any speaker phone function is only permitted in private function rooms.

- Use of devices to make or receive phone calls, watch TV, or video conference is not permitted in dining areas. Discreet use of devices for texting or emailing is permitted in dining areas.
- Use of cell phones is permitted in Harvard Hall Foyer, Massachusetts Hall Foyer, Member Workspace, 3rd Floor Hallway, Member Conference Room and Club Committee Room. In the Member Lounge, phone use is permitted only in the phone booths. Please be considerate of others and use phones and electronic devices discreetly.
- Talking on devices is not permitted in the Fitness Center.
- Taking photographs in locker rooms or the Fitness Center is strictly prohibited.
- Answering calls in the locker rooms is permitted. However, extended conversations are to be conducted outside of locker rooms.
- Use of laptops/tablets is permitted in the following areas – Member Commons, Club Pub, Veritas Lounge (7:30 AM – 4:00 PM), and private function rooms. **Please note the audio or speaker function may only be used in the Member Conference Room, Club Committee Room, private function rooms.**
- Laptops/Tablets may also be used in Harvard Hall Foyer and Massachusetts Room Foyer. Please be mindful that both these areas are used for quiet conversation and relaxation.
- Business papers or electronic presentations of any nature cannot be displayed in the restaurants during dining hours where other members can hear or observe the presentation or meeting. Instead, members are encouraged to use the Member Commons or arrange for a private meeting room.
- Taking photographs or videos in the Club that include people you do not know is prohibited. Please be respectful of the privacy of members and guests.

SOLICITATION

Members are prohibited from soliciting funds or signatures while on Club premises, whether for political, charitable or other causes. Members are also prohibited from soliciting monetary contributions on behalf of Club or for Club sponsored events without permission from the Club President. Members are also prohibited from using the Club’s directory of members for mass or bulk mailings or solicitations.

CONFIDENTIALITY POLICY, USE OF EMAIL, SOCIAL MEDIA & MEDIA

The privacy of the Harvard Club of Boston, its members and their families are of utmost importance. As such, the Club does not welcome unapproved outside publicity. Considering the public nature of the media and social media today, the trend of “sharing” and the speed at which information can be publicly disseminated, it is important to affirm the Club’s longstanding tradition of privacy. The intent of these policies is not to restrict the flow of useful and appropriate information among members for strictly social purposes, but to minimize risks to the Club, its members, guests and employees.

The Board of Governors has instituted the following policy regarding media and social media:

- The Harvard Club of Boston publishes member contact information exclusively for the social convenience of its members to facilitate member-to-member communication.
- The Membership Directory information via the Club's Website, and the lists of participants disseminated for Club activities may not be used for commercial, political or charitable purposes or used outside the spirit of the community character of the Club.
- Distribution of any membership information to a non-member for unauthorized purposes is prohibited.
- Communications sent to multiple members requires either prior consent by, or a personal relationship with, the recipient as approved by the Club.
- Other than for weddings and other strictly family events, the taking of pictures by commercial photographers is forbidden anywhere on the Club's property unless special permission has been obtained beforehand from the General Manager or Chief Marketing & Communications Officer. The publication for commercial purposes of any pictures taken anywhere on club property is forbidden. Dissemination through social media of personal photographs taken on Club property that could draw undue or negative attention to the Club should be avoided.
- Any written references to Harvard Club of Boston, its members, activities and practices that are or might become accessible by the public should be avoided (i.e., hash tags, comments, posts, location updates, etc.).
- Inquiries from the media concerning the Club, its members, activities and practices should be directed to the General Manager or Club President. Members of the Club unless authorized are requested not to discuss the Club's membership, events, policies, rules, by-laws or activities with the media.
- Members should not reach out to any employees of the Club via social media networks. Members may, if they wish, reach out to an employee they know via a professional network.
- No member shall date or address from the Club any communication intended to appear in any newspaper, periodical, social media, or other publication; nor shall the members use the address or stationery of the Club on business communications without written permission of the Board of Governors.
- Members of the press seeking admission to cover a story are not permitted in the Club without the approval of the General Manager or Chief Marketing Officer.
- Any photographs or photography work to be done within Club premises requires prior approval by management.
- Photographs taken at the Club may not include any gestures or symbols that are derogatory or offensive. Please also note that members are responsible for their guest's adherence to this standard.
- No one shall use the roster of members for solicitation, commercial or political purposes, or distribute the roster to anyone other than a fellow member in good standing.

- Placement of notices by members or guests within the Clubhouses must have prior approval of management.

In summary, the Board of Governors discourages any actions that would bring unwelcome public attention to the Club and its activities through any media (including online social networking). The Board of Governors will enforce these policies and may impose of Sanctions for violations.

MEMBER EVENTS

We expect all HCB meeting and event participants and speakers to help ensure a safe and positive experience for everyone. Unacceptable behavior will not be tolerated during any portion of a meeting or event.

Unacceptable behavior includes but is not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions.
- Harmful or prejudicial verbal, written comments or visual images including virtual and real-life backgrounds related to race, gender, sexual orientation, religion, disability or other personal characteristics, including those protected by law.
- Use of nudity and/or sexual images.
- Real or implied threat of personal, professional or financial damage or harm.
- Disruption of meetings or events.
- Photographing, video or audio recording of slides, oral or poster presentations without presenter/author's permission.
- Comments and Q&A posed in chat rooms must remain professional and respectful and not derogatory of any guest or member.
- The aforementioned rules and regulations extend to all in person and any Club online platforms.

SAFETY

- All health and safety protocols are established for the protection of everyone in the HCB community. As required, these protocols may be enhanced based upon guidance from federal, state and local authorities. Please note the Club may choose to further enhance protocols based upon the circumstances that are presented.
- The Club will endeavor to protect the property of members and guests in the Club and its facilities, but the responsibility for the security of property lies with the respective member or guest. The Club does not assume liability for the property of members or guests. This includes automobiles/vehicles whether or not parked on Club property.

- Check rooms are provided for the convenience of members. Hats, coats, exercise equipment and other personal articles must not be left unattended about the Clubhouse.
- Electric blankets, heaters, candles, and/or cooking elements may not be used in the guest rooms.

ATHLETICS

- Members, their immediate families, and their guests as well as visitors are advised that the fitness center, squash courts and multi-purpose room are unattended. It is acknowledged that use of all equipment and the performing of any activities are done at one's own risk, and users are responsible for knowing their own physical limitations.
- Everyone must submit a signed liability waiver in order to use the Club's athletic facilities.
- The Harvard Club of Boston Squash Court Usage Policy is to ensure that all Athletic members have equal access to reserving squash courts at all times. Reservations are not assignable or substitutable. Members found in violation of the court reservation system rules will be subject to suspension or loss of court reservation privileges.

CHILDREN

- Except for certain stipulated periods and for designated events to be officially announced, children under 16 years of age shall not be allowed in the Club unless accompanied by parent or guardian.
- For the health and safety of everyone in our community, children must be properly supervised at all times they are at the Club (properly supervised shall mean under the care, custody and control, and in all events the responsibility of the supervising adult member).
- The Athletic Department's Children's Policy outlines use of the Club's athletic facilities by children. This policy applies to both members and guests.

DINING

- Food and beverages from outside the Club may not be brought on to the premises by members or guests without specific prior approval of management.
- Employees are not allowed to serve food outside the regular dining rooms without management approval.
- An authorized sponsor and a signed contract are required for any private function room reservation. In the event of default, full charge will be made for any special menu ordered

or costs incurred in connection with the reserved function including room fees and labor costs.

SERVICES

- The HCB shall be opened during such hours as are set by the Club's General Manager
- Newspapers, magazines and books within the Club are for the convenience and reading pleasure of members and guests and are not to be removed from the premises.
- The House Committee or management, under special circumstances and at its discretion, may rent a limited number of guest rooms to members on a long-term basis that does not exceed 30 days.
- Cancellation for Club events must be made between the hours of 9:00 AM and 5:00 PM, Monday through Friday with the Member Events Office. For designated food and beverage events when food is needed to be ordered, cancellation must be made 5 business days prior to the event. For lectures and other events, cancellation must be made 3 business days prior to the event. Appropriate charges may be made to a member's account if cancellations are not made as requested above.
- Concierge services for theatre and/or amusement reservations made by individual member or guests through the Front Desk will be made with the understanding that once they have been purchased, they cannot be cancelled.
- Members of Reciprocal Clubs located within Massachusetts are eligible for guest cards for up to a total of 2 weeks per year.
- Members of Reciprocal Clubs from out of state are entitled to a guest card, four times a year, each for a period of up to 2 weeks. Exceptions to this policy must be approved by the General Manager.
- Acceptance of deliveries and mail will be accommodated for overnight members or guests only.

ADMISSION of GUESTS

Guests may be admitted to the Club the following ways:

- Single Occasion:

On invitation by a Member, any person may enter the Club accompanied by that Member. When charges are incurred, all such charges will be billed to the Member or may be billed to the guest.

- Extended Guest Privileges: There are three categories as follows:

Regular Extended Guest Privileges:

A member may recommend a guest for eligibility under this privilege and a guest card will be issued. This privilege has a maximum period of one month and may not be repeated during any current year. All bills will be sent to the guest, but in the event of any non-payments the recommending member is responsible for all charges incurred.

Long-Term Extended Guest Privileges:

These may be extended to an individual at the invitation of a member, subject to the approval of the Board, in cases where pre-eminence in certain fields exists and where it is obvious that the person will not only follow the general code of behavior for all members and guests of the Club but, in addition, will be an asset to the Club. This category requires an entrance fee and pre-ordained charges equal to the highest initiation and dues charges paid by regular members.

Honorary Extended Guest Privileges:

These are available upon approval by Board of Governors to special individuals involved with the University, such as Officers of the University, Fellows, Overseers, and Directors of the Harvard Alumni Association. In addition, these privileges, at the discretion of the Board, may be extended to other individuals whose position merits such treatment. These privileges may also be considered long-term, but entrance fees or pre-ordained participation charges are not charged for in this type of guest privilege.

Long-Term Extended Guest Privileges and Honorary Extended Guest Privileges

- These are to be reviewed each year by the Board of Governors at their September meeting for continuation or termination. It is felt that the review process should be in September, the end of the fiscal year, for the benefit of the Treasurer's Office. Except for Honorary Extended Privileges, Long-Term Extended Guest Privileges will not be granted to individuals eligible for membership in the Club.
- All Extended Guest Privileges are subject to Section 3 of Article VII of the Club's By-Laws.
- All unaccompanied guests must have a signed guest card from the sponsoring member. The sponsoring member is responsible for any charges not paid by their guest.
- Guests shall not be present at any Annual or Special Meetings of the Club unless expressly invited by the Board of Governors.
- Admission to the Club is restricted to members, guests and persons having business connected with the Club.
- The House Committee may request the Board of Governors to withdraw at any time the privileges extended to any guest for cause deemed sufficient by the House Committee to justify such action.
- Members who are suspended for any reason, including financial non-payment, shall not be re-instated without approval of the Board of Governors.

- Any member who is not in good standing or has been expelled as a member shall not be invited onto the Club premises as a guest of a member. Any member who knowingly brings an expelled member on to the Club premises shall be subject to a disciplinary action by the Board of Governors as it deems appropriate. Any person who is an expelled member and who comes upon the Club premises shall be deemed a trespasser.

SPOUSES or DOMESTIC PARTNERS with SIGNING PRIVILEGES

- The spouse or domestic partner of a member will have signing privileges, and all expenses incurred shall be charged to the member's account. A member may rescind these signing privileges by making a written request to the Membership Director.
- Vouchers signed by any such spouse or domestic partner shall include the member's name and account number.
- The member shall be responsible for all indebtedness to the Club incurred by such spouse or domestic partner.
- Spouses and domestic partners may choose to have their own billing statement. There is an annual fee for this service.
- A spouse or domestic partner, who is registered for such signing privileges, shall be responsible for complying with all existing Club By-Laws and Community Standards.
- A spouse or domestic partner of a member will not be permitted to use Club facilities if the member has been suspended from the Club.

The House Committee may request that the Board of Governors terminate the signing privileges extended to any spouse or domestic partner where the House Committee determines, in its discretion, that good cause exists to take such action.

Adopted the HCB Board of Governors, September 2020

HARVARD CLUB OF BOSTON WAIVER, RELEASE, INDEMNIFICATION OF CLAIMS & COVENANT NOT TO SUE

NOTICE: THIS DOCUMENT IS A LEGALLY BINDING AGREEMENT.

Read this document carefully and in its entirety. By signing this agreement, you give up your right to bring a court action to recover compensation or obtain any other remedy against the Harvard Club of Boston (the "Club") for any personal injury or property damage however caused arising out of or related to the Covered Risks (as defined below) your presence at the Club and participation in the Club's Programs and activities, now or any time in the future.

ACKNOWLEDGMENT OF RISK

I do hereby acknowledge and agree that my presence at the Club and participation in the Club's activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with my presence at the Club and participation in the Club's activities, including but in no way limited to those arising out of or related to: (1) athletic injuries and (2) illness or death resulting from exposure to and infection with viruses (the risks described in clauses (1) and (2) the "Covered Risks").

CORONAVIRUS / COVID-19 WARNING & DISCLAIMER; OTHER VIRUSES

Coronavirus, COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in the Club's programs or accessing the Club's facilities could increase the risk of contracting COVID-19. The Club in no way warrants that COVID-19 infection will not occur through participation in the Club's programs of accessing the Club's facilities.

RELEASE, INDEMNIFICATION & COVENANT NOT TO SUE, & WAIVER

Release

In consideration of my membership in the Club, I hereby agree to release and on behalf of myself and my family members, my heirs, representatives, executors, administrators, and assigns, **HEREBY DO RELEASE** the Harvard Club of Boston, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which I, my family members, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against the Harvard Club of Boston on account of personal injury, property damage, death or accident of any kind, arising out of or related to the Covered Risks and resulting from or in any way related to my or their presence at or use of the Club's facilities or participation

in programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

Indemnification

In consideration of my membership in the Club, I agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or related to the Covered Risks and resulting from or in any way related to my presence at or use of any of the Club's facilities or participation in any of the Club's programs or exposure to or from other members to Coronavirus or COVID-19 or other viruses.

Covenant not to sue

I hereby certify that I have full knowledge of the nature and extent of the Covered Risks inherent in being present at the Club, using any of its facilities or participating in any of its programs and that I am voluntarily assuming said risks. I understand that I will be solely responsible for any loss or damage, including personal injury, property damage, or death arising out of or related to the Covered Risks, I sustain while being present at the Club, using any of its facilities or participating in any of its programs and that by signing this agreement I, HEREBY RELEASE Releasees of all liability for such loss, damage, or death arising out of or related to the Covered Risks and covenant and agree not to sue the Club or any other Releasees for any such loss or damage. I further certify that I am in good health and have no conditions or impairments which would preclude my safe participation in the Club's activities and programs.

HCB Member Waiver

I further understand that the terms of this agreement are legally binding on myself, my family members, my heirs, representatives, executors, administrators and assigns and certify that I am signing this agreement, after having carefully read it, of my own free will.*

I hereby agree

Full Name (First, Last):*

First

Last

Membership #:*

Harvard Club of Boston Member Commons Guidelines

The Member Commons consists of four rooms located on the 3rd floor of the Back Bay Clubhouse. Use of all rooms is reserved exclusively for members and their guests, 18 years and older. We ask that members be present when their guests are using any of the Commons spaces.

- Access cards will be required to gain entry to the Member Lounge and Member Workspace and is for members and their guests exclusively.
- The Member Workspace has equipment for technology devices and a printer.
- The Member Lounge has an Amenity Station which will be stocked with beverages (coffee, tea, water) seven days per week. Fruit and snacks will be available on weekdays.
- The Member Conference Room is a small meeting room and is for use on a first come first serve basis. We ask that you keep your fellow members in mind and limit use to a maximum of 90 minutes.
- The Club's Committee Room has video conference equipment. This room may be reserved for meeting purposes through our Catering office. Applicable fees will apply.
- **We ask everyone to register using the iPad when they exit the elevator to the 3rd floor. The data collected will allow club leadership and management to make any adjustments to improve the member experience.**

The Member Commons is available for use as follows.

- Monday – Friday: 5:00 AM – 10:00 PM Saturday & Sunday: 7:00 AM – 7:00 PM
- Please note that the Commons is closed on the following holidays - Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Christmas Day. Hours may be adjusted for other days (Christmas Eve, New Year's Eve). Please check our website, app, or contact the front desk for specific clubhouse operating hours.

Clubhouse cell phone usage guidelines are outlined in the Club's Community Standards ([link](#)).

- Cell phone use is permitted in the Member Workspace, 3rd Floor Hallway, Member Conference Room and Club Committee Room. In the Member Lounge phone use is permitted only in the phone booths. Please be considerate of others and use the phone booths only while actively making calls. Community Standards regarding use of ringers, use of speaker phone functions and other phone etiquette standards still apply.

Food and beverage service from dining outlets is not available. However, please feel to order take out service and enjoy it in the Commons.

Athletic Facility Guidelines

Please be advised that the fitness center and squash courts are unattended. By entering this facility, you acknowledge that you are using all equipment and performing all activities at your own risk, and you are responsible for knowing your own physical limitations.

- All users must have a signed waiver of liability on file prior to use of the athletic facilities.
- Appropriate athletic attire must be worn at all times while exercising.
- Wipe down equipment after each use.
- No food allowed in the fitness center or on the squash courts.
- Return plates & dumbbells to the racks when you are finished using them.
- Put mats, stability balls, cable attachments and other materials away neatly after each use.
- Do not drop weights after completing exercises.
- Allow others to use the equipment in between sets.
- Children under the age of 15 are not allowed in the fitness center; please see Children's Policy for further information.
- Keep the volume on personal music players at an unobtrusive level.
- Please use the security boxes located across from the Pro Shop to secure your valuables.
- Day lockers are available to use while working out, please call the locker room attendant at x400 for assistance.

Please contact Valerie Phillips, Athletic Department Manager at 617-450-8485 or Sharon Bradey, Squash Professional, at 617-450-8481 if you have any questions.

Adopted by the Athletic Committee, 2018

Children's Athletic Policy

For the safety and enjoyment of the Athletic Membership the following rules have been adopted by the Athletic Committee. Please note that the Fitness Center is unattended.

- Children over 3 years of age are **not** allowed in the opposite gender locker rooms.

Children under 15 years of age are **not** allowed in the Fitness Center.

- Children between the ages of 15 and 18 years of age must be accompanied by a parent at all times, unless provisions have been made with the Squash Professional or Athletic Department Manager.
- Children between the ages of 15 and 18 years must schedule a consultation with a personal trainer that is approved by the Harvard Club, to be properly trained on equipment prior to using the Fitness Center.
- All users must have a signed waiver of liability on file to use the Athletic areas.
- Children of overnight guests or reciprocal club guests under the age of 18 are **not** allowed to use the Fitness Center.
- Children of overnight guests or reciprocal club guests between 15 and 18 years of age must obtain written authorization from the Squash Professional or the Athletic Department Manager **prior** to use of a squash court.

Adopted by the Athletic Committee, 2018

The Harvard Club of Boston Squash Court Usage Policy is to ensure that all Athletic members have equal access to reserving squash courts at all times. Reservations are not assignable or substitutable. Members found in violation of the court reservation system rules will be subject to suspension or loss of court reservation privileges.

Singles Squash Court Usage Policy:

The Harvard Club of Boston Squash Court Usage Policy is to ensure that all Athletic members have equal access to reserving squash courts at all times. Reservations are not assignable or substitutable. Members found in violation of the court reservation system will be subject to suspension or loss of court reservation privileges

General Policy:

- Proper court shoes and eye protection must be worn while on the court. Absolutely no dress shoes, street sneakers, or black-soled sneakers will be allowed on the court. Only court shoes will be allowed. Players with improper footwear will not be allowed to play and if found to have played will be subject to the cost of having the court sanded even if they have proper reservations.
- Players may play into the next time period until both players for the next time period are ready to step onto the court. One player alone cannot ask two players to vacate the court. Once both reserved players arrive, if within 15 minutes of scheduled time slot; players on the court must vacate immediately at the first stoppage of play (let or end of point). Players will not be allowed to finish the point, game, or match.
- When there are league matches scheduled, there will be no advance reservations with guests for any courts at the 6:15 PM, 7:00 PM or 7:45 PM time slots.

Reservation Policy:

- Harvard Club Squash Members may make three weekly Advance Reservations on a rolling seven-day basis, starting at 5:00 AM EST, Monday - Friday, 7: 00 AM on Saturday's and 8:00 AM on Sunday's. Only one court booking per member will be allowed on a single day in advance.
- Advance reservations for members playing with guests will only be accepted for one out of the four International Courts during prime court times 5:45 AM, 6:30 AM, 7:15 AM, 12:00 PM, 5:30 PM and 6:15 PM, 7:00PM, 7:45 PM. All other International Courts will be reserved for Squash Members playing with other Squash Members for the above time slots.
- Anytime the court is vacant, Members and their guests will be allowed to walk on and play until both players with reservations arrive. If the reserved players are over 15 minutes late, that court will be forfeited, and a \$5.00 fee will be charged per player.
- If two players walk on during an unreserved time slot, the court will be assigned to those players until the next time period.

- Reservations may be canceled with a minimum of two (2) hours' notice. A penalty of \$5.00 will be assessed to Members who fail to show for a reservation or cancel with fewer than 2 hours' notice.
- Squash lessons may be canceled with a minimum of two (2) hours' notice. Full rate will be charged to those who fail to show or cancel with less than a two-hour notice.
- Advance lesson reservations are considered as one of your three weekly Advance Reservations.
- Daily Reservations, for times not reserved in advance, may be made after 5:30 AM of each day. Consecutive court bookings will not be allowed during prime times.

Doubles Squash Court Usage Policy:

The Harvard Club of Boston Squash Court Usage Policy is to ensure that all Athletic members have equal access to reserving squash courts at all times. Reservations are not assignable or substitutable. Members found in violation of the court reservation system will be subject to suspension or loss of court reservation privileges.

General Policy:

- Proper court shoes and eye protection must be worn while on the court. Absolutely no dress shoes, street sneakers, or black-soled sneakers will be allowed on the court. Only court shoes will be allowed. Players with improper footwear will not be allowed to play, even if they have proper reservations.
- Players may play into the next time period until two of four players for the next time period are ready to step onto the court. Once two of four reserved players arrive, if within 15 minutes of scheduled time slot, players on the court must vacate immediately at the first stoppage of play (let or end of point). Players are not allowed to finish the game, or match under any circumstances.

Reservation Policy:

- Players must be booked in the reservation system prior to beginning play. Reservations are not transferrable or substitutable. Adhoc groups are forbidden from monopolizing courts to the exclusion of other members. Please respect the members that have reserved a court time and allow them to play their match without interruption.
- Harvard Club Squash Members may make three weekly Advance Reservations on a rolling seven-day basis, starting at 5:30 AM EST, Monday - Friday, 7:00 AM on Saturday's and 8:00 AM on Sunday's. Only one court booking per member will be allowed on a single day in advance.

- Advance reservations during prime times of 5:30 AM, 6:30 AM, 7:30 AM, 4:30 PM, 5:30 PM and 6:30 PM will only be accepted if at least three players are Squash Members. Otherwise, the court must be booked on the same day after 5:30 AM of that day.
- Anytime the court is vacant, members and their guests will be allowed to walk on and play until all four (4) players with reservations arrive. If the reserved players are over 15 minutes late, the court will be forfeited, and a \$5.00 fee will be charged per player.
- If four players walk on during an unreserved time slot, the court will be assigned to those players until the next time period.
- Reservations may be canceled with a minimum of two (2) hours' notice. A penalty of \$5.00 will be assessed to all Members and guests who fail to show for a reservation or cancel with fewer than 2 hours' notice.
- Daily Booking: A member may book the court on the same day with more than one guest during prime time, but the booking member is responsible for all of the guest fees including the member fee if that court is not canceled with a minimum of two (2) hours' notice. This will amount to be a \$5.00 fee per player.
- Advance lesson reservations are considered as one of your three weekly Advance Reservations.
- Daily Reservations, for times not reserved in advance, may be made after 5:30 AM of each day. Consecutive court bookings will not be allowed during prime times.

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