

**RULES & REGULATIONS**

**KNOLLWOOD CLUB**

Lake Forest, Illinois, 60045

Revised 2019



## **CLUBHOUSE INFORMATION**

1. Hours of Operation: Refer to schedules throughout the year or you may call the Club's switchboard for current hours of operation and check the Club's website. Club calendars may be found on our website.
2. The Clubhouse is scheduled to be open on weekdays from 8:00am to 12:00pm, except on special events and parties. The Clubhouse may close earlier if members are not present. The Club is closed Christmas Eve, Christmas Day and New Year's Day.
3. Telephone service is available through the switchboard at all times that the Club is open.
4. Dining Service Hours for all club facilities may be found on the Club's website. Hours may vary depending on member activity.
5. Members may call the front desk in the Clubhouse or visit the Club's website to view current dining hours.

### **Private Parties:**

- a. Use of the Club for parties of less than twenty (20) persons should be planned with the Clubhouse Manager. Private parties of more than twenty (20) persons require approval of the Board of Governors. After discussion with the Clubhouse Manager or General Manager, the member must write to the Board detailing the time, facilities requested, and number of guests.
- b. Wedding receptions for persons in a member's family are encouraged, provided acceptable dates are available. Similar sponsored functions for non-family or non-members will be considered for approval.

## **CELLULAR PHONE POLICY**

Except in cases of medical emergencies, the “active” use of cellular telephones is strongly discouraged, except for certain designated areas. Designated areas are considered to be private locations without the inconvenience of disturbing your fellow members. The “silent” use of cellular telephones is permitted throughout the Club for the sole purpose of listening to or reading messages but only so long as the devices are in a “silent” or “vibrate” mode. Telephones are available for use in various locations in the Clubhouse and Club facilities.

## **SMOKING POLICY**

The Clubhouse and all buildings will adhere to the non-smoking law established by the State of Illinois and the City of Lake Forest. This establishes no smoking is allowed inside Club buildings, including but not limited to the Clubhouse, Locker Building, Pro Shop, Wilson Lodge, Pool Pavilion and Cabanas, and twenty-five feet from any entrance or outside dining area, including the Clubhouse Patio and Locker Building Patio, while food is being served.

## **FIREARM POLICY**

As a result of the Illinois Firearm Concealed Carry Act, the Board of Governors strictly prohibits members, guests, and employees from carrying concealed weapons onto Club property. This includes any buildings or parking areas, as well as, within all vehicles on Club property, Club-owned or not. The only firearms members, guests, and employees can have on Club property are shotguns appropriate for shooting skeet and then only when the individual is signed up for shooting skeet. No other rifle or handgun may be brought onto the property or discharged at any time.

## **CLUBHOUSE ATTIRE**

1. In the 1924 Room, gentlemen are required to wear a jacket and tie. Women are requested to dress comparably.

2. In the Joan & Darby and Cocktail Lounge, sports attire is permitted at all times.
3. In the Wilson Lodge, Blue jeans or blue jean materials are acceptable.
4. All members and guests are required to remove hats and sports caps upon entering the Clubhouse. Golf attire, including slacks, Bermuda-style shorts, women's golf skirts, and golf shirts and blouses, are appropriate in the Clubhouse. Types of attire not permitted include denim clothing, jeans (including dress jeans), tank tops, halters, T-shirts, short shorts, cut-offs, cargo shorts, cargo pants, flip flops and casual sandals.
5. All Club special events are sport coat casual dress unless otherwise noted. Please refer to announcements for required dress for Club functions. Members are responsible for guests attire at all times.

**Note:** Blue jeans or blue jean materials are not acceptable attire at any time on the Club's property except in the Wilson Lodge, during skeet season in the Men's Locker Building, or during special events designated and approved by the Board of Governors.

### **JUNIORS - CHILDREN**

1. Members are responsible for the behavior of their children and guest's children and are expected to inform them of Club rules.
2. Children under 12 are not allowed in the Clubhouse unless accompanied by an adult who will be responsible for their behavior while at the Club. Children under 16 are not permitted in the Cocktail Lounge.
3. Children 16 to under 21 are not allowed in the Cocktail Lounge without a parent, and may not be served alcoholic beverages anywhere in the Club.

4. Children and grandchildren of members may not be employed by the Club or by the Club Staff and may not caddie, except as permitted during special events approved in advance by the Head Golf Professional.

### **MEMBER - EMPLOYEE RELATIONS**

1. Tipping of Club employees is not mandatory. A Gratuity Fund has been established for the benefit of all Club employees and is distributed at Christmas time.
2. Club employees are not permitted to perform personal services for members during their regular duty hours. Members may not request that an employee perform a personal errand, which takes that employee away from the Club grounds or duty station.
3. Members shall not reprimand employees or discuss any aspect of employee performance directly with employees. Any suggestion or complaint concerning an employee shall be made to the Department Manager to whom the employee reports. If satisfactory response is not obtained, the suggestion or complaint should be made to the General Manager.

### **GUESTS**

1. Members are required to register the names of their guests and family members for golf and the simulator at the Golf Shop, tennis and paddle at the Racquets Shop, swimming at the Pool and skeet at the Men's Locker Building.
2. No person may be a guest for all sports activities more than six times per year.
3. Members must accompany their guests, or arrange to have another member do so.
4. Members should advise their guests of dress regulations and Club rules.

5. Members are responsible for damage to or removal of Club property by the member or his guests.
6. Nurses, baby-sitters, or employees of members are not permitted the use of the facilities of the Club and may only supervise or escort children of members and must abide by established dress codes and rules.
7. For rules governing golf guest play, see Golf Guidelines, page B10-B12.

### **OTHER GENERAL RULES**

1. Children of members (23 & under) may use the Club as a dependent under their parents. Upon their 24th birthday, children of all membership categories will be considered guests, and will need to be accompanied by a member to use any club facilities and will be responsible for guest fees where required.
2. The Club is not responsible for damage to or loss of personal property of members or guests. This includes vehicles in parking areas.
3. Only food and beverages provided by the Club may be consumed on the premises. No food or beverages may be brought to the Club unless approved by the Board of Governors, House Committee or General Manager.
4. It is member's responsibility to sign all tickets for all charges using their Club number. No cash will be accepted unless approved by the Board of Governors.
5. All Club bills, including Admission Fees, are to be paid with personal checks. Corporate checks are not accepted.

6. If a member wishes to establish a memorial, trophy, or otherwise make a donation to the Club, the request must be approved by the Board of Governors.
7. Notices, subscriptions, petitions, or oral or written solicitations of business are prohibited, except by permission of the Board of Governors.
8. The Membership Directory is not to be used for commercial purposes or solicitation purposes of any nature by a member and is not to be made available to non-members for any purposes.
9. Cancellations of reservations for Club Events must be made at least twenty-four (24) hours in advance. Failure to do so will result in the member being charged for the full number of reservations. Cancellations are accepted and recorded only at the Switchboard. There may be a cancellation fee for private parties / events, which will require more than twenty-four (24) hours advance notice.

### **INFRACTION OF RULES**

1. Employees have been instructed to report member & guest infractions of rules to the General Manager.
2. The Club Staff has been instructed to advise members when they are in violation of rules. It is the member's obligation to comply.
3. The Golf Professional, Director of Racquet Sports, the Pool Manager, the Clubhouse Manager, and the General Manager have the authority to bar children from the use of the facilities for failure to comply with posted rules.

### **LOCKER ROOMS AND PATIO**

1. The Men's Locker Building and Ladies' Locker Rooms will be available on the days when the course is open for member play.

2. The Men's Locker Building is open at 8:00am from November 1 to April 30 and at 6:00am from May 1 to October 31, except on special occasions authorized by the Chairman of the House Committee. The Women's Locker Room will be open as it pertains to the Ladies' Golf schedule.
3. All golfing membership classifications will be billed a locker fee. In addition, all spouses of members who play in Ladies 18-hole or 9-hole leagues and/or have a CDGA handicap on the Knollwood roster will be billed a locker fee.
4. Food and Beverage service
  - a. Meal service in the Men's Grill is available as follows:  
Breakfast - 7:00am to 10:00am on weekends only.  
Lunch - 11:00am to 3:00pm, daily. Days of operation will be posted.
  - b. The Men's Grill is available to adult members and their guests. Children age 16-21 may be served only if accompanied by a member.
5. Blue jeans or blue jean materials are not acceptable attire anywhere on the Club's property, except in the Wilson Lodge, during skeet season in the Men's Locker Building, or during special events designated and approved by the Board Of Governors.
6. Children under age 16 are not allowed in Men's or Women's Locker Rooms.
7. Children age 16 to 21 are not allowed in the Men's Locker Room and Men's Grill without a parent.
8. Children age 16 and over may use Locker Rooms to shower and change clothes.

## **GOLF GUIDELINES**

1. During the golf season (April 15 through October 15), the golf course is open to all golf members, their families and their guests subject to the following restrictions:

Monday: Played allowed after 1:00pm (walking only), if Club is not hosting an outing

Tuesday: Until 10:00am, ladies only

Wednesday: No restrictions

Thursday: No restrictions

Friday: From 11:30am until 1:30pm, golf members only (with up to 3 guests)

Saturday & Sunday: Until 10:00am, golf members only (with up to 1 guest)

Restrictions may be waived on any given day at the discretion of the Golf Professional if there is limited play during the restricted time period.

2. All players must check in with the Starter, Outside Operations Manager or Golf Shop prior to starting play.
3. Golf members who wish to bring more than 3 guests should make the request to the Golf Professional, within 7 days notice, who will consult with the Golf Chairman or Board of Governors for approval.
4. Proper attire for golf course, putting greens, and practice range is as follows:

### For Men

Golf slacks or Bermuda shorts with a golf shirt and golf shoes. Golf shirts must have either a collar or mock neck and must be tucked in.

### For Ladies

Tailored slacks, golf skirt or Bermuda shorts with a golf shirt and golf shoes. Shirts may be sleeveless if there is a collar or collarless if there are sleeves. Skirts should have an outseam of 15 or more

inches and shorts should have an inseam of 7 or more inches. No spandex pants or workout wear is allowed on the golf course.

**NOTE: Blue jeans, halters, tank tops, tennis dresses, tennis shorts, cargo shorts and non-traditional golf shoes are not permitted.**

5. Players must start from the first tee except with the permission of the Golf Professional.
6. Caddies, when available, must be utilized by all players. Carts are to be used only when caddies are not available or for medical reasons. When a cart is used, you must use a fore caddie if available. Caddies are not permitted to enter the Clubhouse, pool area, locker rooms or patio areas. Members are not to purchase alcoholic drinks for caddies. When using a caddie, the member is directly employing the caddie. Members must pay caddies directly with cash at the time of service.
7. The golf course must be cleared immediately when the siren is sounded due to inclement weather. Staff and caddies are instructed to clear the course immediately.
8. Termination of play due to inclement weather: If you have teed off and are called in off the course during the first nine holes, due to weather conditions and you and your guests do not resume playing, you will be charged for 50% of the guest fee. If you are called in off the course during the second nine holes, you will be charged the entire 18-hole guest fee.
9. The course may be closed at any time during normal playing days due to adverse weather and ground conditions. The Golf Course Superintendent makes this decision, with the concurrence of the Chairman of the Greens Committee or Club President.
10. Contact the Golf Shop or refer to posted and published calendars to verify the status of play, as there may be competitions or events that impact course availability.

11. All classes of golfing members (Regular, Veteran, Legacy Junior and Junior and their spouses) are eligible to sign up for Club tournaments and events. These include: Opening day, guest days, Carnoustie, Governors Cup, the Partners Match, Club Championships, evening nine-hole socials and the various Trophy events. Events may be designated for a specific member subgroup, e.g. Women, Men, Mixed, Seniors. If an event is not fully subscribed by the end of the registration period, at its sole discretion, the Golf Committee may allow Social Members to play in an event. If an event is oversubscribed at the point sign-ups conclude, the field will be determined by priorities established by the Golf Committee.
12. “Active” use of cell phones is not permitted on the golf course or practice areas, Men’s Grill, and all dining areas. “Silent” use is allowed, but players are asked to be as discrete as possible so as not to disturb others.
13. Portable music devices are permitted on the golf course so long as all members of your foursome expressly agree to the request and the volume does not disturb others. Only head phones are allowed at the Practice Facilities.

## **GUESTS**

1. Members with golf privileges may host one guest (restricted only Tuesday mornings until 10:00am) and two or three guests (restricted on weekend and holiday mornings until 10:00am).
2. Golf members hosting more than 3 guests must make the request to the Golf Professional, who will check availability given the current golf schedule and consult with the Golf Committee, and if necessary, the Board of Governors for approval. Each group must be accompanied by at least one caddie. One group of this size may be allowed each day, and an individual member may only host a group of this size once per month.

3. Members are responsible for advising their guests of dress regulations and Club rules.
4. No person may be a guest more than six times per year.
5. To ensure quality service, members and spouses should register their guests with the Golf Shop, Men's Locker Building or Ladies' Locker Room, prior to the day play is scheduled. Members and spouses should direct their guests to check in with the Men's Locker Room Manager or the Ladies' Locker Room attendant upon their arrival at the Club on the day play is scheduled.

### **UNACCOMPANIED GUESTS**

A member may sponsor up to four (4) unaccompanied guests provided that a written request is made to the Golf Professional using the Unaccompanied Guest Form. The Golf Professional will check availability given the current golf schedule and consult with the Golf Committee for approval.

1. The time of play will be determined at the discretion of the Golf Professional as to not inconvenience the membership.
2. No more than one unaccompanied foursome will be permitted on the course per day.
3. All unaccompanied groups must be accompanied by at least one caddie.
4. The guest fee for each unaccompanied player shall be established annually by the Board of Governors.
5. The sponsoring member must vouch for the character and integrity of all guests and shall be responsible for notifying the guests of the Club rules regarding etiquette and proper attire. In addition, all charges (including guest fees, cart fees, food and beverages) shall be placed on the sponsoring member's account.

## **SOCIAL MEMBERS**

1. A Social member does not have golfing privileges but is entitled to full use of all other Club facilities. Social members may only play golf as a guest of a golfing member (Regular, Veteran, or Junior) subject to all rules for guests, including payment of guest fees.
2. Social members may join the range program.
3. A Social member may not extend the privileges of the golf course to guests.

## **JUNIOR PLAYERS**

1. The Junior Golf program is open to sons and daughters of members with golf privileges only.
2. Please refer to the Golf Guidelines for access to the golf course, with junior details as follows:

Children of golf members (23 & under) will have access to the course with restrictions. Upon their 24th birthday, children of golf members will need to be accompanied by a member and will be responsible for guest fees where required.

Honor Badge Holders / 14 & older

- Anytime outside the restricted periods or with a parent during the restricted periods

Under 14 / Not Honors Badge Holder

- Only with a parent, any day after 1:30pm

3. Children (23 & under) may invite guests. The guest fee is equal to ½ the adult fee and all guests must be registered by children in the Golf Shop. Rules of play will be governed by the age of the younger person, host, or guest. Dress code and etiquette rules apply to all guests and it is the responsibility of children to communicate such rules.

4. Members are given priority over children on the range, as well as starting play, and children must permit adult members to play through.
5. Children may carry their own bags or use a caddie. Children, age 16 and older with a valid driver's license, may rent a golf cart.
6. Children age 13 and under must be accompanied by an adult when using any practice facilities (outside the restricted times as noted at beginning of Golf Guidelines).

### **GOLF CARTS**

1. Privately owned carts may not be operated by members or guests without the annual approval of the Board of Governors.
2. Members are individually responsible for personal injury and property damage, including damage to carts. It is recommended that each member using a cart be fully covered by insurance.
3. Carts are assigned on a first-come basis and may not be reserved in advance.
4. The Golf Course Superintendent and Greens Committee Chairman or Club President shall decide when carts may or may not be taken on the course and what restrictions will apply to their use.
5. A valid driver's license is required to rent a cart.
6. Golf carts are to be driven on designated cart paths and at all times remain 30 feet in distance from green pads, bunkers and always avoid wet areas.

## PRACTICE FACILITIES

1. To use the range, non-members must be the guest of a member. Non-members taking lessons may only use the range during the lesson.
2. Member's children age 13 and under (non-Honors Badge holders) must be accompanied by a parent or supervising adult when using the practice facilities. Children age 6 and under shall be supervised by a non-practicing adult.
3. Practice shall only be allowed from the teeing grounds prepared by staff. Players are encouraged to follow guidelines for proper practice in order to maintain turf conditions.

## SWIMMING POOL RULES

1. No one may enter the pool unless a guard is on duty.
2. Everyone entering the pool area must sign the registration sheet, whether planning to swim or eat. **This is State Law.**
3. The swimming pool is open to all members and their families (Families are defined as: spouses and children through age twenty-three). **All other family members, including grandchildren, may utilize the pool twelve (12) times during the year as a guest of and in the company of the member or member's spouse.** Non-family members may utilize the pool six (6) times during the year.
4. Participation on the swim team, including practices and events, is open to sons and daughters of members only. Grandchildren or other relatives may participate if space is available.
5. Members' children eight (8) years of age or younger must be accompanied by a parent or appropriate nurse or baby-sitter at all times.

6. Members leaving children under the care of a qualified nurse or baby-sitter (14 years of age or older) must notify the Pool Manager. All such persons must be informed of the pool rules, and **are expected to constantly supervise the children in their care,** especially in the baby pool.
7. Members' children between the ages of nine (9) and thirteen (13) years may be unaccompanied by an adult for no longer than three (3) hours at a time and must remain within the pool area. (Parent must notify Pool Manager if child has a Golf or Tennis lesson and will be leaving the pool area.)
8. The Sports Chairmen has the authority to bar persons from the use of the facilities for failure to comply with these rules or any posted rules.
9. Use of the Pool for parties of less than twenty (20) persons should be planned with the General Manager or Pool Manager. Private parties of more than twenty (20) persons require approval of the Board of Governors. After discussion with the General Manager or Pool Manager, the member must write to the Board detailing the time, facilities requested, and number of guests.
10. All swimmers must shower before entering the pool.
11. Persons with any type of infection or other communicable disease will not be permitted in the pool.
12. Except in cases of medical emergencies, the "active" use of cellular telephones and pagers is strictly prohibited in all areas of the Club except your Cabana or the pavilion. "Silent" use of cell phones is permitted. "Silent" use is considered checking or sending emails and texts and listening to voicemails.
13. The Swimming Pool will adhere to the non-smoking ordinances established by the city of Lake Forest and in accordance with state law. Smoking is not allowed within the area around the pool including the Pool Pavilion and Cabanas.

## ATTIRE

1. Swim suits are not acceptable attire outside the pool area. Everyone going to and from the pool area must wear appropriate cover-ups. Shoes and shirts must be worn outside of the pool area.
2. **Blue jeans** or blue jean materials are not acceptable attire anywhere on the Club's property, except in the Wilson Lodge, during skeet season in the Men's Locker Building, or during special events designated and approved by the Board of Governors; including the swimming pool area.
3. Diapered children will not be allowed in the pool unless they have proper swim attire to prevent accidents in the water.

## FACILITIES

1. The baby pool is for children five (5) years of age or younger. No one over this age is allowed in the baby pool unless assisting a younger child.
2. No food is allowed on the pool deck inside the deck drain grates. All food should be consumed in the snack stand, the pavilion, or at your cabana. **This is State Law.**
3. No food other than that provided by the Club is permitted.
4. Club towels are available for use at the pool and are not to be removed from the pool area.
5. All diapers should be disposed of properly in the bathrooms. All changing of diapers should occur in the bathrooms or inside the Cabanas.

## **GUESTS AND FEES**

1. All guests must be registered by name and accompanied by a member upon entry into the pool area. Guest's fees will be charged to members' accounts according to the fee schedule.
2. Nurses or baby sitters will not be considered guests so long as they are always in the supervision of the members' children in their charge.

## **SAFETY**

1. All requests from the Pool Manager and lifeguards must be followed at all times.
2. Respect for the whistle of the lifeguard must be observed at all times. Failure to observe this signal will result in disciplinary action by the Pool Manager.
  - ONE LONG WHISTLE: Clear the pool immediately.
  - ONE SHORT WHISTLE: Used to obtain the swimmer's attention.
3. No running, pushing, dunking, playing ball, or "horseplay" in or around the pool and cabana area.
4. Balls, tubes and rafts of medium size may be used only with the permission of the Pool Manager on duty and are to be removed and not used when the pool is busy.
5. Squirt guns, tennis racquets and balls, Frisbees, golf clubs and golf balls, and roller blades are not allowed in the pool area.
6. Sitting, standing, or crossing over the wall between the shallow end and the baby pool is prohibited.
7. No diving or jumping from the side of the pool.

## 8. Diving board rules:

- Only one bounce is allowed per entry.
- No more than one person is to be on the board at one time.
- No use of inner tubes, kick boards, etc. while using the diving board.
- Games that involve landing near swimmers or trying to land near swimmers while jumping off the board are not permissible.
- Children must be able to swim unassisted across the deep end of the pool in order to use the diving board.
- Divers need to swim to the ladders or to the shallow end after they enter the pool.

## HOURS

1. The pool, locker rooms, and cabanas will be open, except on Mondays, from Memorial Day weekend through Labor Day. Hours will be set each year by the Board of Governors.
2. The Pool Manager and General Manager have the authority to close the pool at any time because of weather or water conditions. The pool may also be closed early in the evening hours at the Pool Manager's discretion, if no members are actively using the pool. It is recommended that you call to confirm that the pool is open in the evening hours.
3. Hours for use of the swimming pool will be fixed by the Sports Committee from time to time.
4. Food service in the Cabana Grill is available from 11:00am to 8:00pm., Tuesday, Wednesday, Thursday, and Sunday until 9:00pm Friday and Saturday. Beverages are available during the hours the pool is open.

## **CABANAS**

1. Cabanas are available only to Regular, Social and other membership categories if available.
2. There are a limited number of cabanas available. Each licensee may share the cabana with another member but shall be solely responsible for the payment of the annual fee.
3. A waiting list for a cabana license has been maintained and will be continued. Each member who shared a cabana in 2004 but will not be the licensee under the new rules will be assigned a position on the waiting list based upon the earlier of (i) the date that the member previously had on the waiting list or (ii) the date on which the member began sharing the cabana.
4. If a licensee who is the single occupant of a cabana does not renew his license for a season; the first member on the waiting list shall have the right to become the new licensee of that cabana. If the licensee of a cabana which is occupied on a shared basis does not renew his license for a season and if the member who shares the cabana wants to become the new licensee, he will be designated as the new licensee if his position on the waiting list is higher than that of any other member who is not already sharing a cabana.

## **TENNIS INFORMATION**

1. All tennis play shall be governed by the rules of the United States Tennis Association.
2. The tennis courts are officially open from May 1 to October 31.
3. All members and their guests must register at the Racquets Pro Shop before using the courts. No person may be a guest for a sports activity more than six times per year. The Junior Tennis program is open to sons and daughters of members only.

4. The Tennis Professional(s) has priority on the courts for individual and group lessons. Members, spouses and their sons and daughters have priority over lesson times.
5. Club tournaments, team matches and team practices will take precedence in the assignment of courts. On weekends and holidays, priority is as follows: Men's doubles, Men's singles, Mixed doubles, Women's doubles, Women's singles, Junior doubles, Junior singles. Players should limit play to one hour if other players are waiting.
6. Proper tennis attire is "all white" with color trim acceptable. Such trim should be limited to ½ inch border-type trim on shirts, shorts, skirts and dresses. Tennis hats are to be white as well. Shirts and blouses must be tucked in. Men and boys are required to wear collared shirts, tucked in. Shoes are to be predominately white and made for tennis and soft courts. Also, the attire must be specifically designed for tennis; track shorts, bathing suits, cut-offs, etc. are not allowed. The "all white" rule does not apply to sweaters and warm-ups as long as they are proper tennis attire. All members and guests are expected to comply with the "all white" rule. The dress code applies to all ages.
7. The Director of Racquet Sports and his staff will assist the Racquets Committee in enforcing the rules as determined by the Racquets Committee. Any complaints about said rules or violations of the rules should be submitted in writing to the Racquets Committee rather than to the Director of Racquet Sports.

### **PADDLE TENNIS**

1. The Paddle Tennis courts are open to Members, spouses and their sons and daughters.
2. Upon the 24th birthday of sons or daughters of members, they will need to be accompanied by a member and will be responsible for any guest fees.

3. Children of members who are 24 and over will not be permitted to play on any tennis or paddle teams.
4. All paddle play shall be governed by the American Platform Tennis Association.
5. All players must wear tennis shoes.
6. Only doubles will be played unless no one is waiting.
7. Children under 12 must be accompanied by an adult. Children under 21 may not play on Saturdays, Sundays, and Holidays before 1:00pm only if approved by the Head Professional.
8. Courts must close no later than 11:00pm.
9. Courts may be reserved for an hour and a half. Reservations may be made on-line through the Club website and app up to one week in advance. For scheduling private parties or multiple courts please contact the Director of Racquet Sports.
10. Members must register their guests in the Racquets Pro Shop.
11. Persons using the courts are responsible for shutting off the lights and heaters.

## **LESSONS**

The Golf Professional, Golf Teaching Professional, Director of Racquet Sports and Pool Manager may give lessons from time-to-time to non-members who are not guests of Regular members. During non-member lessons the use of the Club facilities is permitted, but upon lesson completion, the non-member must immediately leave the Knollwood Club grounds. Members, spouses and their sons and daughters have priority over lesson times.

## **POLICY ON SERVING ALCOHOLIC BEVERAGES**

It is the policy of Knollwood Club that all employees participating in the sale or service of alcoholic beverages are specifically directed to:

1. Study and become familiar with all available material designed to enable them to detect evidence of intoxication of members or guests and to avoid serving intoxicated persons and all minors.
2. Refuse to supply alcoholic beverages to any member or guest who appears to be intoxicated or on the verge of becoming intoxicated.
3. Offer to call a taxi, ride share or find a driver for any intoxicated member or guest attempting to leave the Club.
4. Report to the General Manager any incident involving intoxication on Club property including, but not limited to, any member or guest who reprimands or abuses any employee for the failure to supply alcoholic beverages to any member or guest who, in the judgment of an appropriate Club staff member, has or appears to have consumed an excessive amount of alcohol.

The General Manager has instructed the appropriate Club staff members as to their authority to refuse service of alcoholic beverages to any member or guest who appears to be intoxicated or on the verge of becoming intoxicated. In the event a member disagrees with a staff member's decision to refuse service of alcoholic beverages, he shall so advise the General Manager within twenty-four hours thereafter. The General Manager will review the relevant facts and discuss the results of that review with the member who requested the review, the staff member and the Board of Governors.

All Club members are advised that their respective membership in the Club is subject to termination, pursuant to the procedures in Article 7 of

the Club's By-Laws, unless the foregoing policy on serving alcoholic beverages is complied with and the members cooperate with the Club staff members serving alcoholic beverages. Club members are reminded that a ride share or taxi service is available and will be called for by any staff members at your request.