



THE NATIONAL ARTS CLUB

15 Gramercy Park South, New York, NY 10003-1796

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HOUSE RULES

1. **Hours:** The Club buildings are open daily from 9 a.m. to midnight. The Cocktail Lounge and Dining Room are open weekdays for luncheon from 12 noon to 2 p.m. Cocktails begin at 5 p.m. and dinner is served from 6 p.m. to 8:20 p.m. Reservations for the dining room can only be made by telephoning the Dining Room Manager after 11 a.m. at (212) 477-2389.
2. **Attire:** In the Bar, Parlors, and Dining Room: Gentlemen (both members and guests) are requested to wear jackets and ties. Ladies (both members and guests) are requested to wear dresses, pant suits or business suits. It is also requested that T-shirts, jeans, stretch pants, shorts, leggings, rubber sandals, or athletic shoes are not to be worn. It is the responsibility of members to inform their guests of the Club's dress code suggestions.
3. **Office Visitation:** Members or non-members visiting tenants or offices in the Club must be announced from the Reception Desk.
4. **Checkroom:** All coats, wraps, umbrellas and large packages cannot be brought into any Club area, and must be checked in the coatroom. The Club is not responsible for such items unless an attendant is on duty.
5. **Front Desk Message Transferral:** The attendant at the Reception Desk cannot transmit messages to members or their guests anywhere in the Club, and cannot be responsible for messages not in writing.
6. **Security:** A security system has been installed at great expense. Members, tenants and guests are asked to not prop open the 20th street door, and to state their names if requested by the security or the Reception Desk staff.
7. **Deliveries:** Packages may be left at the Reception Desk for tenants or the offices only, and must be clearly marked with both the name and address of sender and date of delivery. The arrival of packages must be coordinated by the Reception Desk. Tenants with deliveries will be telephoned by the Reception Desk, and must accompany the delivery to his/her apartment.
8. **Comments/Requests/Complaints:** Complaints regarding house facilities, service or conduct of Club staff should be made in writing, signed and addressed to the Chairperson of the House Committee. The Chairperson cannot be reached by telephone, and complaints should not be made directly to a staff member. A Member of the Board of Governors serves as coordinator with the Dining Room. Comments or complaints regarding the Dining Room or Cocktail Lounge should be addressed in writing to the Dining Room Coordinator, excluding issues with reservations for Club functions or private parties.
9. **Guest Cards:** Guest cards may be obtained for friends or prospective members by application to the Secretary's Office. Cards may be used for two weeks, and guest card holders must pay cash for food and beverages. Members are responsible for any debts incurred by a sponsored guest.
10. **Children:** Children under 18 will not be admitted to the Club without written permission from the NAC office, except for Thanksgiving Dinner (early seating), the annual Holidays at Home celebration, and public exhibitions/events held in the galleries.

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11. **Late Payments:** Members delinquent in payment of dues, Dining Room bills, or assessments are subject to posting. Credit will be suspended unless debt is paid within 30 days of notification.
12. **Transient Rooms:** A few transient guest rooms are available to Club members and persons in their immediate families over 16. A Club member must sponsor these guests and arrange for a guest card. Please read the rules for reservation and occupancy of these rooms (available at the NAC office). Guests should be made aware of these house rules, and may obtain a copy of them at the Reception Desk.
13. **Pool Table:** The pool table may be used by members only, and guests accompanied by members, until 11 p.m. Members must register at the Reception Desk to use the table, and will be responsible for any misuse or damage caused by themselves or their guests.
14. **Use of Gramercy Park:** Members wishing to visit the Park must leave identification when they sign out a key from the Reception Desk. Lost keys will result in a \$200 fee. Guests must be accompanied by members. At no time are members permitted to hold gatherings, or bring food or beverages into the Park. Any infraction of these rules will result in a suspension of Park privileges. These rules were established by the Trustees of Gramercy Park.
15. **Apartments/Studios:** All applications for rental studios and apartments must be made in writing to the Rentals Chairperson by members with at least one year in good standing. All leases are subject to the approval of, and are issued by, the Treasurer, or in his absence, an authorized officer of the Club.
16. **Club Affiliates:** Members wishing to visit affiliated clubs (see the enclosed list, the NAC website, or the Secretary's Office for affiliated clubs) in the U.S. or abroad must apply in writing to the NAC office at least two weeks in advance. Members must present their NAC membership card for identification at any affiliated club.
17. **Tenant Guests:** Only tenants are permitted to enter the residential area of the building unless the tenant has made prior written arrangements with the Club office. The tenant must be in residence before an unknown party will be allowed access to the building. The Club cannot be responsible for tenants' security or property unless these security precautions are followed by all tenants. Visitors must provide their names and identification if requested by the front desk staff.
18. **Rule Violations:** It shall be the duty of the House Committee to call to the attention of members and guests any violations of these rules and report them, if necessary, to the Board of Governors. Repeated violations will mean the suspension of privileges of such member, or a request for the member's resignation.

Revised 4-12-06