

BYE-LAWS 7

ROOM ACCOMODATION

In exercise of the powers conferred under Rule 16(b) of the Constitution, the Council makes the following Bye-Laws relative to provisions of room accommodation:-

1. Occupation of the room shall be limited to members and persons introduced by members and members of Reciprocal Associations / Clubs. Members introducing a resident shall be liable to pay all bills incurred by the resident in default of payment by him and shall be liable to pay for any damage done to or on the premises by the room resident.
2. No one other than registered occupants of the rooms shall be allowed in the rooms after midnight.
3. Room reservation shall be made to the Front Office and may be subject to the approval of the Manager or his authorised person.
4. The Manager or his authorised person may give notice to quit to any resident without stating reasons and the resident shall quit the same day.
5. The Manager or his authorised person may insist on the removal of a resident to hospital on the advice of a Medical Officer.
6. No musical instrument or sound system may be used in a room between the hours 11.30p.m. and 7.30 a.m.
7. No animals shall be brought into or kept in the House.
8. No corkage will be charged on wines or spirits consumed in the room and no additional glassware shall be provided.
9. No person may book a room for more than thirty (30) days at any one time. He may renew his booking upon the expiry of the thirty (30) days subject to availability.
10. Residents shall pay charges relating to accommodation as determined by the Council. The Council will give thirty (30) days notice of any change to residents.
11. Laundry facilities are not provided by the House.
12. Residents who are Non-Members of the Society may, use the amenities of the Society, subject to the respective Bye-Laws.
13. The Society is not liable for any loss, injury or damage sustained by any member or resident guest whilst in the residence. In particular, the Society is not liable for the loss or damage of any valuables brought into the premises by the member or resident guest.

14. The procedure for room reservation is as follows-

(I) MEMBER OCCUPYING

1. To verify membership card and status of account.
2. To request the member to fill up the registration form with the required details.
3. To insert the name of accompanying person(s) are completed (for double rooms occupancy).
4. Completed form to be signed.
5. To confirm with the member on the check in and check out dates.
6. To verify on the mode of payment either by debit note, credit card or cash.
7. To inform the member of the checkout time @ 12.00 noon.
8. To fill in the "Remark Column" if there are any other information required.

(II) MEMBERS' GUEST OCCUPYING

1. To verify on approval and signature of member before his/her guest check in. To check on the status of member's account.
2. To request the member's guest to fill in the Registration form and fax or request the member on availability date/time to sign the Registration form.
3. To ensure the name and other details of accompanying person are completed (for double room occupancy)
4. To request for the NRIC or passport to be photocopied for record purposes.
5. To check all forms are completed with full details and signed by the said guest and member.
6. To confirm the check-in/and check-out dates.
7. All room charges to be collected in advance either by credit card or cash (Collection to be made during registration)
8. If payment of bill is to be paid by the member, to verify the accuracy of member's name and membership number and signature.
9. The undertaking to pay by the member must be signed.
10. To fill in the "Remarks Column" if there is any other information required.

(III) RECIPROCAL ASSOCIATIONS / CLUBS MEMBERS OCCUPYING

1. To check the "Introduction Card" and verify if signing facility is available.
2. To inform the Reciprocal Association / Club members that they are not allowed to introduce guests for room reservation.
3. Reciprocal Association / Club member must be present if accompanied by wife/children/guest.
4. To request Reciprocal Association / Club member to fill in the registration form.
5. To check that the forms are completed and signed.
6. To confirm the check-in and check-out dates.
7. Settlement of bills by the Reciprocal Association / Club member to be either by signing/credit card/cash.
8. To fill in the "Remark Column" if there are any other information required.