



Club Rules

The Royal Society of Medicine aims to provide a welcoming atmosphere and environment to all its members – from our youngest student members and busy healthcare professionals through to our members in retirement. It is a responsibility of all our members to behave in a mature, sensitive and considerate manner when using the Society's club facilities.

These Club Rules outline the behaviour expected from our membership. Please do comply with these rules to avoid RSM staff being put in the difficult situation of having to draw your attention to the need for adherence.

Club Facilities

1. Club facilities are for the exclusive use of current RSM members who have paid their membership subscriptions and all members are welcome to bring their friends and family into the Club areas. However members must accompany their guest(s) when visiting the RSM.
2. From time to time RSM Staff may ask members to produce their membership card or some alternative form of identification to ensure that only bona fide members are using the facilities.
3. If at any time members become aware that a non member is using the facilities, please inform the reception staff who will then contact the Support Services Director or Membership Director to talk to the person(s) concerned.

A.. Lounge and Buttery

These areas are the heart of the Club. The Buttery is a vibrant place to meet and chat with friends and colleagues. If members require a quiet environment to read we have a range of alternative places that can be used.

- i. **Dress Code** – we have no formal requirement for business suits within our club areas but we ask that no sportswear, scruffy or torn jeans are worn. Most members choose to wear business clothing or smart casual wear.
- iii. **Use of laptops**– all of the members' club areas are wifi'd and members are welcome to make use of laptops for personal use free of charge.
- iii **Use of mobile phones** – We ask that if you wish to make or receive a telephone call that you move to the club foyer/reception areas to avoid disrupting other members.
- iv. **Formal meetings** – within the Club areas are not allowed (Lounge, foyer and buttery). We encourage informal discussions and conversations but remind members that the lounge area is not a substitute for an office space for formal meetings with pcs and papers. We do have alternative spaces that you can use for such meetings:
 - **Domus Lounge** on the first floor has tables and chairs that can be used free of charge on a "first come" basis.
 - **Library meeting rooms** – 2 private rooms can be booked on an hourly basis for up to 10 people. Prices start at £20 + VAT/hour or £10 +VAT/hour for students. Contact Tel: +44 (0) 20 7290 2931 Email: library@rsm.ac.uk
 - **RSM meeting rooms** – purpose built rooms with full catering and av facilities. From £150 +VAT/half day (discounted rate for RSM members) Contact Tel: +44 (0) 20 7290 2951 Email: conference@rsm.ac.uk

v.Children – well behaved children under the age of 16 accompanied by an RSM member can visit the lounge and Buttery areas.

vi. Food and drink - within the club areas on the ground floor only RSM food and beverages can be consumed. You may however bring your own cold food and soft drinks into the RSM domus lounge where we ask you to clear away any waste in bins provided after usage.

B. Restaurant

i. **Reservations** – when a reservation has been made for lunch or dinner we ask that if circumstances change that members make contact to cancel their booking at least one day in advance.

C. Accommodation

i. **Reservations** – we require a credit card number for all bookings and will provide you with a booking reference number in case you need to amend/cancel this. Do note that we hold a “Wait List” for accommodation so if you are initially told that we are full please ask to be added to this as you may find that nearer the date we do have a vacancy as members’ plans may change and they cancel their bookings.

ii. **Cancellations** – If you make a booking for accommodation but then need to cancel this, no charge will be made if this is made by noon 48 hours prior to the date of booking. A cancellation reference will be given. If notice of cancellation is not received by this time the booking will be charged in full unless the RSM manages to resell the room. For a reserved stay of more than one night, non –arrival of the member for the first night without prior notification will mean that your WHOLE booking is cancelled. As a courtesy to other members please ensure that you notify the RSM as early as possible of any cancellations.

iii. **Acts of God/Extreme Circumstances** – should an emergency arise which means you cannot honour a booking made for accommodation members should claim back costs on their travel insurance in the first instance. Where this is not possible, where documentary evidence can be supplied, the RSM may waive part of the cost subject to agreement by the appropriate RSM Director.

iv. **Charges** – accommodation costs need to be paid on departure from the RSM and will also be automatically be charged each time your total bill reaches £500.

v. **Booking limitations** – Domus Medica Monday to Thursday, Fellows may book 2 rooms but must be resident whilst their guest stays.

- Friday/Saturday/Sunday Fellows may book up to 3 rooms (6 people) on these nights. They must still be resident whilst their guests stay at the RSM. The only exception to this is in the case of RSM Student Members who do not have to be resident at the same time as their guests, if their guests are members of their family.
- Any single booking reservation cannot exceed 10 successive nights.
- Special rules will apply during the Olympics period in 2012

vi. **Behaviour of Members and Guests** – As a membership organisation it is important that members behave appropriately. In the unfortunate or extreme circumstances that members are abusive or rude to other members or any RSM employee they will be asked to leave the club facilities. A report will then be made to the Membership Director who may then invoke the RSM rules which allow for removal from the membership of the Society.

D. Quiet Areas

Members requiring quiet areas for reading or study are encouraged to use the Library facilities. These include:

- **Comfortable seating area** on the second floor reading room which incorporates daily newspapers, current journal issues and a tea/coffee dispensing machine.
- **Large reading rooms** on the first and second floors of the Library may be used by members and, some desks have laptop connection points. The first floor reading room has desks for study as well as PCs.
 - **Silent Reading Room** is on the first floor separate to the main Library reading area. Mobile phones are not to be used and no conversations in this area are allowed.

- **Individual Study Carrels** - Four individual study rooms with laptop connection points on the mezzanine level are available and can be booked in advance by calling the Issue Desk on **+44 (0)20 7290 2940**.
- **IT Study Centre** is open when the Library is closed, on a non-staffed basis, providing access to PCs and photocopying/printing.

E. Disabled Access

- i. All event areas and meeting rooms within 1 Wimpole Street are accessible.
- ii. A wheelchair is available at reception, and an evacuation chair is stored in the main stairwell at first floor level.
- iii. All floors of the library are accessible via a lift/ramp.
- iv. If members require additional assistance when visiting the RSM premises, we ask that you provide your own helper/carer as the RSM does not have the staffing resources to provide this service.

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