



## Group Confirmation

This will serve as confirmation for 8 sleeping rooms' accommodations at The University Club. As requested, The Club will set aside a block of 8 rooms for the School Year Abroad 50<sup>th</sup> Reunion Group. The group rate will range from \$299-\$319. (Room rates are per room, per night and are subject to an 8.875% New York State sales tax, 5.875% New York City Hotel Occupancy tax, Java expansion tax of \$1.50 and a \$2 per room hotel occupancy tax). Guestroom requirements are as follows:

<u>Room Type</u>	<u>Arrival Date</u>	<u>Departure Date</u>	<u>Rate</u>	<u>Amount of rooms</u>
Standard Queen	05/06/22	05/08/22	\$299	4
Superior King	05/06/22	05/08/22	\$319	4

- **Reservation Method**- Reservations for guests can be made by phone at 212-247-2100
- **Guaranteed Reservations**- In order to guarantee the availability of the 8 sleeping rooms you have requested, all rooms must be reserved by April 5, 2022. Any remaining rooms not reserved by this date will be released.
- **Cancellation Policy**- Cancellations for single guaranteed reservations will be accepted up to 6 p.m. the day prior to arrival. A charge of one night's stay (plus taxes) will be imposed for each guaranteed reservation cancelled after this deadline. Please make sure to obtain cancellation numbers for any cancellations made.
- **Billing Arrangements**-The University Club accepts American Express, MasterCard, Visa, wired payments and can direct bill to a membership. We do not accept Discover Cards.
- **Check-in and Checkout**- Check-in time is 3:00 p.m., check-out time is 12 p.m.
- **House Rules**- It is important to note The University Club is a private club. All guests and members are required to adhere to Club rules while in the Club. Please be sure to inform all of your guests of our club rules and dress code.



## House Rules

### IX. Club Dress

Gentleman members and guests are required to wear jackets and dress shirts. Ties are recommended, but not required, except for dinner in the Main Dining Room. Jackets are not required on the 10th Floor Terrace. Ascots and cravats when worn as such are a suitable replacement for ties.

Lady members and guests are required to wear clothing meeting similar standards; specifically, tailored clothing that otherwise conforms to this Rule, e.g. suits, dresses, or skirts and dress shirts or sweaters, or tailored pants with dress shirts and jackets, elegant sweaters or scarves of equivalent formality. Tailored pants paired with tailored/beaded tops may be worn without a jacket, sweater or scarf.

The following clothing is prohibited in the Club House: jeans and other denim apparel, leisurewear of any type, Capri, and cargo pants, rompers, shorts, leggings, T-shirts, sportswear and bare midriff tops, mini-skirts, athletic clothing, beach or thong sandals, and sneakers or other athletic shoes. Members and guests traveling to or from an athletic facility, the 10th Floor Terrace, or guest rooms may pass through the lobby, to and from the elevator and the front door, wearing informal dress that includes no prohibited items.

The only exceptions are:

- During the weekend, jackets are not required and polo shirts may be worn in the Tap Room, Billiard Room, Television Room, and 10th Floor Terrace.
- Members and guests may wear informal and prohibited clothes and shoes when traveling to and from, and while using, an athletic facility or guest room but must enter and leave via the side entrance at 3 West 54th Street and go to the respective area directly.

Athletic facilities may have their own dress requirements, such as non-marking shoes and white clothes in the squash facility.

Members are responsible for their and their guests' compliance with the Club Dress Rule. They are advised, and should advise their guests (including those attending member-sponsored events), that anyone, including school age children, not conforming to this Rule after being requested to do so shall not be served and may be asked to leave the Club House. The Club reserves the right, in its sole discretion, to determine on a case by case basis what is or is not appropriate attire, and in doing so its objective shall be to preserve the ambiance of the Club House. Members and guests must courteously and cooperatively respond to Club employees seeking to achieve compliance with this Rule.

### X. Electronic Devices

Cellular phones and all other digital devices must remain silent and may not be used in any of the public areas of the Club House, such as the Atrium, Douglas Reading Room, dining rooms, corridors, athletic facilities, and restrooms. The conduct of business meetings, display of business papers or any meeting where the discussion becomes disturbing to others are also prohibited in public areas of the Club House. Private rooms are available by reservation.

Cellular phones and other digital devices may be used for making and/or receiving phone calls and electronic messages in private rooms and in the telephone booths located throughout the Club - most of which provide adequate reception for these devices. In addition, many of the Club's house phones may be used without charge for outgoing local calls, including most calls to local cellular exchanges. Please keep usage brief and be considerate of others seeking to use the booths.

Digital devices and laptop computers may be used silently in the Library and in private rooms or other areas of the Club House that may be designated for such use by the House Committee.

### XI. Photography

No photography is permitted in the Club at any time without prior permission from the House Committee or its designee. If a photograph, video or other depiction of a University Club member or of the Club's facilities is taken or made on Club property, it is a violation of Club policy for the depiction to be posted on a website, social networking site or similar communications medium. Without the written approval of the House Committee, it is also a violation of Club policy to describe in related text or commentary any of the Club's facilities or activities.