

House Rules of the National Press Club

The right to use the privileges and facilities of the Club and other property of the Club in accordance with the By-Laws and House Rules of the Club is extended to each member and their permitted guest(s) as well as accredited reporters and attendees at public events. The following House Rules are applicable and subject to change at any time upon approval of the Club's Board of Governors.

Admittance

Membership card or proof of membership must be shown upon request from a National Press Club officer, the Club's Executive Director or designated employee.

Accredited reporters may attend press conferences held in the Club, and members of the public may ~~dine at the Fourth Estate Restaurant or~~ attend 13th-floor events open to the public or to which they have been invited. Otherwise, non-members may be admitted to the Club when accompanied by a member or holding a guest card.

No one under 21 is permitted in the bar area when the bar is open unless accompanied by a Club member who is 21 or older. No one under 21 will be served alcohol and it is Club policy that the staff must confirm the age of any person attempting to purchase an alcoholic beverage. [Club staff will not serve alcoholic beverages to anyone who appears to be intoxicated. The judgment of Club staff concerning the state of intoxication is final. Members may not challenge, reprimand, or abuse staff for refusal to serve alcohol to someone whom a staff member deems intoxicated.](#)

Members are not permitted in kitchen [cooking areas](#), unless accompanied by the chef, Executive Director, or their designee - with the exception of Club officers and members of the Board of Governors.

Pets are not permitted in the Club. This does not apply to a service animal authorized under the Americans with Disabilities Act, [so long as the service animal is on a leash. The member bringing the animal to the Club is responsible for any damage caused by any animal owned by the member or the member's guest, or under the member's or such guest's control.](#)

[The use of illegal substances is prohibited in the Club. Smoking tobacco and the use of vapor devices are also prohibited inside any of the facilities of the Club](#)

Conduct

Members are expected to act in a professional and courteous manner. Breaches of such decorum can result in membership [reprimand](#) or suspension.

Subject to investigation and final action by the Board, any Club officer, board member, the Executive Director or their designee may immediately remove or suspend a member for language or behavior that is inappropriate, hostile, threatening, [abusive](#), profane, [discriminatory](#) or otherwise offensive, including interference with the work of staff or members on Club premises or at Club-sponsored events.

- The Executive Director or Manager-in-Charge is charged to notify members and guests if they violate Club rules and/or engage in disorderly conduct.
- The Executive Director, Manager-in-Charge, or the supervisor of the area where a violation occurs is authorized to take appropriate action to monitor improper conduct in the Club. This includes ejection of members and guests.
- The Executive Director or Manager-in-Charge will report violations to the President and the Ethics Chair. The Ethics Committee or the Board of Governors may initiate further investigation to determine action to be taken.
- A member who has been suspended for misconduct is not permitted to enter Club facilities, even if escorted by a member in good standing, until resolution of the suspension.

Sexual harassment (as described in DC Mayor's Order 2004-171)¹ of members, guests or staff in any form will not be tolerated.

Avoid loud conversations that may disturb other members.

All cellphones must be silenced or set to vibrate during Club events. As a courtesy to members, cellphones should be silenced or set to vibrate [throughout anywhere in](#) the Club. Calls should be placed or received in the hallways outside of the restaurants, bar areas, and meeting rooms unless such usage is required in conjunction with a Club function. Speakerphones are prohibited [throughout anywhere in](#) the Club except rooms reserved by members for their own use. Cell phone use in the 14th floor workspace should be limited to necessary conversations, and soft or muted voices should be used to avoid disturbing other people working nearby.

Taking pictures, video, [audio or other electronic recordings of anyone present on the 14th Floor](#) is prohibited ~~on the 14th Floor, as are audio recordings of staff, members and their guests. Only the president or Board may grant a waiver to this rule. unless~~ the President or a Board member grants a temporary waiver for an event, a special promotion or a guest photo. Even then, care must be taken to not incorporate anyone in the background or reveal anyone not granting direct permission to be photographed, videotaped or recorded in any way. Photos, videos, audios or other

electronic recordings of NPC or NPCJI staff on any floor is prohibited unless their respective Executive Director gives specific, temporary permission in writing.

Users of the library and reading room should be respectfully soft-spoken and quiet. Reference books, magazines and newspapers may not be removed from the library collection unless they are checked out by a librarian.

The possession of firearms and other dangerous weapons within spaces of the Club is prohibited with certain exceptions:

- Licensed and authorized security officers, special police officers and duly authorized personal protection agents may be allowed to carry firearms in the Club while on duty with the prior permission of Club management.
- Members and their guests, even those possessing concealed weapon permits or other authority to carry firearms, are prohibited from carrying firearms or weapons into the Club except as specifically authorized by Club management [in writing](#).
- No person, regardless of authority, who carries a firearm or weapon into the Club shall be allowed to consume alcoholic beverages while armed.

All parcels and bags being brought into the Club are subject to inspection. Additionally, all persons entering the Club are subject to screening for [firearms or other](#) weapons.

Financial

Guest cards must be requested at the Club Office in advance by a member, who will be held responsible for the guest's conduct and financial obligations [within the Club](#).

Members are entitled to two free guest cards per year, each [valid good](#) for up to ten days. Additional guest cards may be purchased for \$10 at the Club Office. Guest cards may not be used by the same person more than once a year. Guest-card holders may not bring other guests into the Club. Visitors holding membership cards from clubs with reciprocal status shall have full use of the Club with the exception of [check-cashing privileges](#), room rental discounts and member discounts at Club events.

Members may ~~set up house accounts or monthly dues payments with~~ [use](#) a valid credit card [to set up house accounts or monthly dues payments or](#) to charge expenses except event tickets, which must be purchased through Eventbrite or such other service as may be designated. ~~Members may cash checks up to \$100 per day unless the executive director or executive director's designee authorizes a larger amount.~~

- The Board may suspend any member whose financial obligations are overdue by 90 days, or whose delinquent balance is over \$250, or who violates the good conduct obligations set out in these Rules.
- Suspension means that the member will have no use of Club privileges until the account is current. No suspended member or former member whose membership had been suspended for good cause or improper conduct shall be allowed to use the Club facilities or attend functions at the Club, even if the suspended member is escorted by a member in good standing. A member in good standing who knowingly escorts a suspended member may, at the discretion of the Board of Governors, be subject to sanction.
- Members who bounce checks will be responsible for any bank fees or penalties imposed on the Club.
- Any member who bounces three checks or whose credit card is declined three times in any six-month period shall be subject to a six-month suspension or loss of charging privileges.
- If suspended, a member may apply to the Board for reinstatement upon payment of a \$50 penalty per check and all fees.
- Members have 90 days to dispute house account charges; after that, charges are considered to be accepted.
- Continuous violation of house account rules may result in permanent loss of house account privileges.
- Reservations for group luncheons, dinners and other functions must be made with the Reliable Source Manager in advance, in writing or by email to rs@press.org, by a member who will attend for the duration of the event and who will be responsible for financial obligations, decorum and compliance with all Club Rules. There is no charge to members for reserving the McClendon Room or the Cosgrove Members' Lounge except during breakfast, lunch or dinner, when a minimum charge of \$250 applies. This minimum may be waived by the President or the Executive Director. The McClendon Room and Cosgrove Members' Lounge may be reserved only by members for use by members and their guests.

A 15 percent service fee will be added to bills charged to house accounts that members fail to close out at the Reliable Source or Fourth Estate.

Any damages to the Club, its furnishings, its equipment, or its supplies caused by a member and/or guest(s) will be charged to the member's house account or invoiced to the member in the event the member does not have a house account.

General

The Club shall not be responsible for the personal property of members or guests. All members and guests who use or visit the Club, assume the risk of personal injury

and/or loss of personal property. These persons agree to release the Club, its Board of Governors, its officers and its employees for any and all liability from injury or loss.

Outside of what members place into the member directory, information from the membership roster, including names, telephone numbers, mailing addresses, and email addresses is for the exclusive use of the Club management. Members can locate other Club members within the membership directory, but that information should not be shared with others or used for commercial use. Requests for full membership lists/rosters or segmented lists will not be provided.

The Club does not accept mail or packages for members or guests

No Club property may be removed from the Club unless authorized by the Board.

Members may not use “The National Press Club” name, seal, logo, address, or telephone number, on business stationery or email signatures. Club stationery or the Club name, seal or logo shall not be used for promotional, personal or propaganda purposes or in any manner tending to commercialize the name of the Club or suggest a Club policy or position.

Club hours are determined by the Board.

Members must make an online reservation to use the 14th Floor Studio space. Ideally, reservations should be made at least 24-hours in advance. A door code for entry will be provided by staff. Food is not permitted in the studio space. Members using the space without a reservation will be asked to leave.

Members and guests may not bring food or beverages into the Club unless in a workspace or with prior approval from management. Members may not arrange for food deliveries.

All suggestions, requests, complaints, and other matters pertaining to the Club and its administration shall be made in writing, signed by a member, to the Board, ~~House Team~~ or the Club’s Executive Director. Anonymous letters will be discarded.

No member or guest may physically or mentally abuse or attempt to discipline any employee at any time.

Dress Code

Our expectation is that people wear business or business casual dress at all times in the Club, except for the gym where appropriate gym attire is allowed. Hats are discouraged. Offensive words, logos and signs on clothing are not permitted.

Club Management shall be the sole authority as to the interpretation of these Rules.

1. Examples of sexual harassment, as described in DC Mayor's Order 2004-171, include:

- Sexually oriented or sexually degrading language describing an individual or his/her body, clothing, hair, accessories or sexual experiences;
- Sexually offensive comments or off-color language, jokes, or innuendo that a reasonable person would consider to be of a sexual nature, or belittling or demeaning to an individual or a group's sexuality or gender;
- The display or dissemination of sexually suggestive objects, books; magazines, photographs, music, cartoons, or computer internet sites or references;
- Unnecessary and inappropriate touching or physical contact, i.e., brushing against a colleague's body, touching or brushing a colleague's hair or clothing, massages, groping, patting, pinching, and hugging, that a reasonable person would consider to be of a sexual nature;
- Leering or sexually suggestive gestures or sounds, i.e. whistling or kissing noises;
- Sexual comments, conduct, displays and suggestions between two willing parties that would cause a reasonable third party to be offended;
- Any unwanted contact, including, but not limited to in-person, or telephonic, for romantic or sexual purposes;
- Sexual assault.

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