



THE GRASSROOTS' CLUB

# BYE-LAWS

## TABLE OF CONTENTS

<b>GENERAL</b>	<b>Page</b>
1. Application of Bye-laws.....	4
2. Admission of Spouses and Children.....	4
3. Bookings and Reservations.....	4
4. Carparks.....	4
5. Club Employees.....	5
6. Club Liability.....	5
7. Club property.....	5
8. Dress Code.....	5
9. Gambling.....	6
10. Identifications.....	6
11. Liabilities and Obligations of Members.....	6
12. Loss or Theft of Property.....	7
13. Lost Property.....	7
14. Operation Hours.....	7
15. Prohibitions.....	7
16. Restricted Areas.....	8
17. Rights and Reservations.....	8
18. Membership Subscriptions Fees.....	8
19. Suggestions.....	8

**FACILITIES**

**Page**

- 1. Activity Room ..... 10
- 2. Banqueting Facilities ..... 12
- 3. Health Centre..... 12
- 4. Member Room..... 14
- 5. Atrium Terrace ..... 15
- 6. Swimming Pool ..... 16

# **GENERAL**

## **1. APPLICATION ON BYE-LAWS**

- 1.1 These Bye-Laws are subject to addition, rescission or alteration. They are binding on all members whilst using Club facilities or within the Club premises.
- 1.2 In these Bye-Laws reference to "Member" shall include where the context so admits the member's guest(s).

## **2 ADMISSION OF GUEST(s)**

- 2.1 Members are permitted to bring two guests into the Club.
- 2.2 Members shall be responsible for the proper conduct and behaviour of, debts incurred and damages caused by their guest(s). If the behaviour of a member's guest(s) is unruly, he/she/they may be asked to leave the Club premise by any Management Committee member or authorised staff of the Club.
- 2.3 The Management shall have the authority to control or restrict the introduction of member's guest(s) into all or any part of the Club.

## **3 BOOKINGS AND RESERVATIONS**

- 3.1 Members may apply to the respective staff for permission to use designated parts of the Club premises for private function. Priority for bookings shall be decided by the Management.
- 3.2 The member shall be responsible for all payments to the Club incurred by the function.
- 3.3 The member shall be responsible for the behaviour and conduct of his guest(s) and the loss of and damage to the Club properties during the function. The member shall ensure that all Club Rules are strictly observed.
- 3.4 The Club shall not be responsible for the loss of or damage to any article brought into the Club by the member or its guest(s).

## **4. CARPARKS**

- 4.1 The car park is meant for members or guests who visit the Club for official or recreation purposes. The Club reserves the right to disallow members or guests to park their vehicles at the Club if they leave the Club premises.
- 4.2 Members or guests shall park their cars in an orderly manner and in

designated parking lots as directed. They shall not park their cars in reserved lots and shall not cause obstruction. They shall observe all traffic signs put up.

4.3 Each member shall be entitled to register one vehicle for free parking within Club premises.

4.4 Car parked in reserved lots and unauthorised areas or parked in such a manner as to cause obstructions to traffic may be wheel-clamped. The owner shall have to pay a fee for the release of the wheel clamp.

## **5. CLUB EMPLOYEE**

5.1 Tipping of employees of the Club is prohibited.

5.2 A member with a suggestion or complaint concerning an employee should refrain from reprimanding the employee directly and should direct comments to the Management.

## **6. CLUB LIABILITY**

6.1 The Club shall not be liable for any loss or damage to any personal items brought to the Club premises by members or his guest(s).

6.2 The Club shall not be liable for any mishap, accident, death, injury whatsoever to member or any other person whosoever whilst using the Club facilities or within the Club premises

## **7. CLUB PROPERTY**

7.1 No property of the Club or its employee or agent shall be removed from the Club premises by any member or guest.

7.2 Any member or his guest(s) who causes any damage to any property of the Club shall be subject to an assessment by the Management of all costs incurred in repairing or replacing such property. Member shall be held financially responsible for any such damage caused by their guest(s).

## **8. DRESS CODE**

8.1 Members and guests shall be appropriately attired at all times when in the Club premises. Members or guests wearing singlets, torn and dirty T-shirts, shorts, slippers and swimming costumes are not allowed in the Club. Any Management Committee member or

authorised staff of the Club may refuse members and their guest(s) entry to the Club premises on account of improper attire.

- 8.2 Members must abide by the dress code required of the various activities.

## **9. GAMBLING**

Gambling is prohibited in the Club premises except under licences duly granted in accordance with the laws of Singapore or otherwise permitted.

## **10. IDENTIFICATION**

### **10.1 Membership Card**

- a. Every member will be issued a Membership Card.
- b. Members must carry their Membership Cards with them at all time whilst in the Club and must present their cards for verification.
- c. Membership Cards are not transferable and may only be used by the person whose name appears on the card.
- d. Members must notify the Management of the loss of any membership cards promptly and apply for the issue of a replacement card, for which there shall be a charge.

### **10.2 Temporary Passes**

- a. Members without membership cards may obtain a Temporary pass from the Main Lobby Concierge Desk. It will be issued upon verification. Only one Temporary Pass will be issued per member per day. Temporary Passes are not transferable.

## **11 LIABILITIES AND OBLIGATIONS OF MEMBERS**

- 11.1 Members shall keep the Club and the Management fully indemnified in respect of any claim or demand arising by reason of any act or omission by them or their guest(s) whilst using the facilities.
- 11.2 Members will be liable for any damage caused by them or their guest(s) in the Club premises and to property adjoining the premises.
- 11.3 Members and their guest(s) using the Club facilities must strictly adhere to all rules and regulations laid down by the Club.

## **12. LOSS OR THEFT OF PROPERTY**

The Club shall not be responsible for any loss or theft of any article or property of any member or his guest(s) whether they are left in any locker or elsewhere in the Club premises. No article or property shall be entrusted to the care of any employee of the Club or the Management.

### **13. LOST PROPERTY**

Any article of value found on the Club premises will be kept at the Concierge Desk. If the article is not claimed within three months of its being found, it may be disposed by the Management.

### **14. OPENING HOURS**

- 14.1 The Club shall be open from:  
9.00 am to 10.00 pm daily including Saturdays, Sundays and Public Holidays.
- 14.2 Various facilities and outlets have their own specific operating hours. The Management may change the above hours of operation at its discretion after giving prior notice to members.
- 14.3 Use of facilities without specific opening hours shall be confined to the Club's operating hours. Extension may be granted upon the approval of the Management.
- 14.4 The Management may at any time by notice close the whole or part of the Club for purpose of repair, renewal or conservation thereof or for the observance of any solemnity or as a mark of respect or to meet the requirement of any particular occasion as the Management may deem fit.
- 14.5 The Club Office shall be open from 8.30am to 6.00pm from Mondays to Fridays. The Club Office shall be closed on Saturdays, Sundays and Public Holidays.

### **15. PROHIBITIONS**

- 15.1 No smoking is allowed in all parts of the Club premises and areas prohibited by law.
- 15.2 No animals or pets shall be brought into the Club premises, unless written permission is obtained from the Management.
- 15.3 No electrical appliances or equipment such as portable compos, radios, transistors, television sets etc shall be brought into and used in the Club premises unless prior approval is obtained from the



Management.

- 15.4 Persons under 18 years of age are not allowed to buy or consume alcoholic drinks in the Club premises. They are also not allowed to enter the Activity Room.

## **16. RESTRICTED AREAS**

No person shall be permitted in the air-conditioning plant room or other staff-only operational parts of the Club premises.

## **17. RIGHTS AND RESERVATIONS**

- 17.1 All charges are subject to GST unless otherwise specified.
- 17.2 The Management reserves the right to impose/revise booking charges from time to time.
- 17.3 All fees, charges and rates are subject to change at any time as determined by the Management Committee.
- 17.4 The Management may, from time to time, vary any procedure and arrangements herein as it deems necessary for the members' benefit or enjoyment.
- 17.5 The Management Committee or authorised staff may, at his/their sole discretion, request members or guests who are found breaching any of the rules or regulations to leave the Club premises.

## **18. MEMBERSHIP SUBSCRIPTION FEES**

The Management Committee shall determine the subscription fees payable. Members shall pay their subscription fees promptly in advance. Any changes to the subscription fees shall be notified to members.

## **19. SUGGESTIONS**

Any suggestion or complaint about any aspect of the Club operations may be made in writing in the Comment Card available at the Concierge Desk or Member Counter.

# **FACILITY**

## 1. ACTIVITY ROOM

### 1.1 Attire

- a. Members and guests are required to be in appropriate attire. Swimwear, sportswear, shorts, singlets and flip-flops are not allowed.

### 1.2 Members and Guests

- a. The Activity Room is strictly for social interaction and recreational purpose only.
- b. Members must produce their membership cards upon making payment
- c. Members and their Guest(s) must register at the Concierge with the required details prior entering the Activity Room.
- d. Members and their Guest(s) entering the Activity Room must sign in/sign-out and pay the prevailing rates before start of a game.
- e. Members have to deposit their membership cards at the Concierge and are required to sign the Activity Room Registration Form before **usage**. Members shall be liable for the replacement cost of any loss or damage caused to any equipment, furniture or artefact as determined by the Management.
- f. Members are requested to produce the Booking Receipts if requested by the Management.
- g. Members and Guests shall behave in such manner that will not cause disturbances or annoyance to others. The Management and Security Officers reserve the rights to ask occupants to leave the rooms in such circumstances. Undesirable behaviour shall be reported to the Police.

### 1.3 Booking and Usage

- a. Only Members are allowed to book the facilities and games in the Activity Room
- b. Booking of the Mahjong Room can be made by telephone or in person at the Concierge.
- c. Each member is allowed to book one Mahjong table only and must be one of the four players.
- d. Mahjong Chips can be loaned from the Concierge. Members have to properly hand over the Mahjong Room and related equipment to the Management before collecting their membership cards.

- e. Preference for a particular Mahjong table shall be on a first come first served basis, be it at time of booking or upon checking in to play and in the event of any dispute, the Management's decision shall be final.
- f. Extension of play time within operation hours will be subject to availability.
- g. Members must ensure that the games sets returned are complete and in good condition and shall be liable for the replacement cost of any missing or damaged items or complete set as determined by the Management.

#### 1.4 **Operating Hours**

- a. The Activity Room will be open from 8.00 am to 10.00 pm from Monday to Saturday and 8.00am to 8.00pm on Sunday and Public Holidays except Mahjong Room is opened 24 hours. The Facility will be closed during Chinese New Year.

#### 1.5 **Prohibitions**

- a. Children below 12 years old has to be accompanied by an adult.
- b. Members and guests below the age of 18 are not allowed in the Mahjong Rooms.
- c. No cash transaction is permitted in the Activity Room.
- d. No smoking is allowed in the Activity Room.

#### 1.6 **General**

- a. The Disciplinary Panel reserves the right to suspend or expel any member who breaches the above listed rules and regulations on the use of the Activity Room.
- b. Members and Guests shall play at their own risk. The Management shall not be responsible or liable for any accident, injury, damage, or loss whatsoever suffered, caused, or sustained directly or indirectly arising from usage of the Activity Room.
- c. The Management reserves the right to amend or alter these rules and regulations as and when it deems necessary without prior notice and such amendments will be deemed effective once posted on the Notice Board at the Activity Room.

## **2. BANQUETING FACILITIES (DANCE STUDIO, MEETING ROOMS, AUDITORIUM, BANQUET HALL, MULTI-PURPOSE HALL)**

### **2.1 Attire**

Members and guests must be properly attired in accordance with the Club's dress code when attending functions held within the Club's banqueting facilities.

### **2.2 Booking Procedures**

- a. Reservations will be for members only on a first-come-first served basis. Members must make reservations in advance with the relevant staff and membership cards must be produced for verification. Where a booking is made over the phone and fax, it can only be confirmed upon the receipt of the full payment by the Club.
- b. There will be no refund if the booking is cancelled with less than 1 working day notice.
- c. The member shall confirm his requirement with the Club at least 3 working days before the function.

### **2.3 Charges**

Members will be charged at members' rate for the booking.

### **2.4 Prohibitions**

- a. Members must at all times conduct themselves with decorum and refrain from behaviour which will be a nuisance to other users.
- b. Members are not allowed to bring in any food or drinks unless prior permission is obtained from the Club.

## **3. HEALTH CENTRE**

### **3.1 Attire**

- a. Footwear is not allowed in the Member Spa and Steam Room.
- b. Swimming attires are required for personal safety and modesty. No translucent colourfast material is allowed.

### **3.2 Charges**

- a. Members  
The Health Centre will be for the use of members at no charge. Use of the Health Centre will be on a first-come-first-served basis. All

members must sign in at the Member Counter and membership cards must be produced for verification.

- b. **Guests**  
A member may sign in not more than two guests at any one time. Each guest will be charged a nominal fee which shall be set by the Club. Members are to sign in the book provided and fill in the particulars of their guest(s) using the Health Centre.

### 3.3 **Operating Hours**

- a. The Health Centre will be operating from 8.00 am to 10.00 pm from Monday to Saturday and 8.00am to 8.00pm on Sunday and Public Holidays. The Facilities will be closed during Chinese New Year.

### 3.4 **Prohibitions**

- a. No smoking, eating or sleeping is allowed in the Health Centre.
- b. No food or drink is allowed in the Health Centre.
- c. No floats are allowed in the Member Spa.
- d. No pets are allowed in the Health Centre.
- e. No discharge of fluids or other liquids are allowed in the Member Spa.
- f. Members shall not tamper with the equipment in the Member Spa and Steam Room.
- g. All belongings in the lockers must be cleared by the closing time of Facilities. Items left overnight will be removed by the Club without any notice and compensation.
- h. Below 12 years old, no access to Member Spa and Steam Room. Children between 12 to 16 years old, child needs to be accompanied by an adult.
- i. Members who are feeling unwell or recovering from an illness shall refrain from using the Member Spa and Steam Room. Persons with open wound, skin irritations/ diseases and communicable diseases are not allowed in the Member Spa and Steam Room area.
- j. Swimming, diving or jumping is not allowed in the Member Spa.
- k. Members shall not cause any inconvenience to others and must refrain from speaking loudly, shouting, using foul language and exhibiting boisterous behavior.
- l. Any member under the influence of drug and alcohol are prohibited

from entering the Member Spa and Steam Room.

### 3.5 **General**

- a. Members, their spouses and their children and guests using the Health Centre are strongly advised in their own interests to seek medical clearance before commencing any activity in the Health Centre.
- b. Users need to meet the height requirement of 120cm to enter the Member Spa and Steam Room.
- c. For hygiene reasons, all Members must take a shower before using the member Spa and Steam Room.
- d. Members shall exercise discretion when using the Member Spa and Steam Room. It is advisable to limit per session to 15 to 20 minutes. Members should exit immediately if they are feeling uncomfortable or dizzy.
- e. It is important that Members stay hydrated when using the Member Spa and Steam Room.
- f. Usage of the Member Spa and Steam Room is at Member's own discretion and risk. Members shall keep The Grassroots' Club and the Management Committee fully indemnified in respect of any claims, demands or any other matters arising by reason of any act or omission by them, their families or guests (if any) while using the facilities.

## 4. **MEMBER ROOM**

### 4.1 **Attire**

- a. Smart casual required. Swimwear, sportswear, singlets and flip-flops are not allowed.

### 4.2 **Members**

- a. Members are allowed to sign in up to two guests.
- b. Members shall produce their Membership Cards when requested by The Grassroots' Club's staff.

### 4.3 **Operating Hours**

- a. The Member Room will be operating from 8.00 am to 10.00 pm from Monday to Saturday and 8.00am to 8.00pm on Sunday and Public Holidays. The Facilities will be closed during Chinese New Year.

#### 4.4 **Prohibitions**

- a. No children under the age of 12 shall be allowed in the Member Room.
- b. No smoking, eating or sleeping is allowed in the Member Room.
- c. No pets are allowed in the Member Room.
- d. No reservations of seats are allowed. Feet should not be placed on the chairs or tables.
- e. Members are not allowed to rearrange or remove the furniture in the Member Room.
- f. All reading materials provided are property of The Grassroots' Club and shall not be removed from the Member Room.
- g. Members shall not leave their belongings unattended in the Member Room. The Grassroots' Club shall not be liable for any loss of or damage to the belongings.
- h. Silence shall be maintained at all time. All phones shall be on Silent Mode while in the Member Room.
- i. Members shall not cause any inconvenience to others and must refrain from speaking loudly, shouting, using foul language and exhibiting boisterous behavior.

#### 4.5 **General**

- a. The Grassroots' Club reserves the right to ask any member found in breach of the above Rules and Regulations to leave the Member Room immediately.

### 5. **ATRIUM TERRACE**

#### 5.1 **Attire**

Members and guests must be properly attired in accordance with the Club's dress code.

#### 5.2 **Registration Procedures**

- a. Members must register at the Member Counter to have access to the Atrium Terrace.
- b. Members have to deposit their photo-bearing identity cards at the



Member Counter and are required to sign the Equipment Loan form to sign-out the key card.

- c. Members must return the key card once they have finished using the Atrium Terrace.

### 5.3 **Prohibitions**

- a. Members and their guest(s) must at all times conduct themselves with decorum and refrain from behaviour which will be a nuisance to other users.
- b. Members are not allowed to bring in any outside food or drinks to consume at the Atrium Terrace unless prior permission is obtained from the Club.

## 6. **SWIMMING POOL**

### 6.1 **Attire**

No person is allowed to swim or sunbathe unless wearing a suitable swimwear acceptable to the Club.

### 6.2 **Charges**

The Swimming Pool will be for the use of members at no charge. Members have to register at the Member Counter for verification.

### 6.3 **Operating Hours**

The Swimming Pool will be operating from 8.00am to 9.30pm daily including public holidays and weekends. It will be closed every Thursday morning from 8.00am to 2.30pm for pool maintenance works.

### 6.4 **Prohibitions**

- a. No person having an open cut or wound or suffering from any infectious or contagious disease shall use the Swimming Pool.
- b. Children under 12 years of age must be accompanied by an adult who shall maintain strict supervision and control over the children. A member shall be fully responsible for the conduct and behaviour of the child in his/her charge.

### 6.5 **General**

- a. Members are advised to use the shower rooms at the Swimming Pool and not the Club's shower rooms after their swim.

- b. Members using the Swimming Pool are strongly advised in their own interests to seek medical clearance before commencing.
- c. Members and guests must abide by the rules & regulations or prohibitions laid by the Sports Singapore whilst using the Swimming Pool.