

## HANOVER SEASIDE CLUB RULES

### Purpose:

The following rules have been formulated by the HSC Board of Directors (BOD) in the best interest of all members of the Hanover Seaside Club. Each member, his/her family, and their guests shall comply with these rules. Members acknowledge that this is a family friendly club with an entrenched tradition of creating a comfortable environment for its members. Therefore members shall not engage in inappropriate, disruptive or offensive behavior.

Violations of the Hanover Seaside Club Rules will be sent to the House Committee for determination of appropriate action. Willful and persistent disregard of the same shall result in the loss of membership and/or imposition of fine as may be determined by the BOD at its discretion.

### Scope:

Members, BOD, Officers, Staff

### Responsible Party:

House Committee, BOD, Officer(s), Staff

## POLICY

The following sectional breakdown is supplied to make it easier for all to understand their responsibilities.

- (I) General (includes safety, security, and property)
- (II) Guests, Parties, and Groups
- (III) Parking Lots
- (IV) Sound Side Facilities
- (V) Rooms
- (VI) Meals

### I. General

#### I. General

- A. Behavior and actions that pose a significant and willful adverse impact to the safety of Club members and guests are strictly prohibited. Actions such as threatening behavior, physical altercations or profanity as well as activities that violate the law or local ordinances will be considered as grounds for Board review and action.

- B. No one will be allowed to sit or stand on any table, counter, banister or rail on any club property (including the pier). Leaning back or standing in chairs or rockers is also prohibited.
- C. For safety as well as insurance reasons, no skate boards, roller blades, skates, etc. will be used on club property which includes the pier and parking lots.
- D. No person under 21 will be allowed to consume any alcoholic beverage on property which includes the club pier.
- E. Horse play or running in the club house, on porches or on premises will not be tolerated. Loud talking or yelling, particularly at night, is not appropriate.
- F. No pets will be allowed on club property from April 1 through September 30. From October 1 through March 31:
  - 1. Dogs must be on a leash at all times while on club property.
  - 2. You must leave your car and go straight through the gravel lot and over the boardwalk or directly to a boat at the pier and return to your car immediately after leaving the beach or boat.
  - 3. No pets will be allowed on any porches, decks, piers or inside the facility at any time.
  - 4. You are required to clean up after your pet and have the means to do so at all times, and remove pet waste from the Club property.
  - 5. Violation of these regulations may result the loss of your privilege to bring your pet on club property or a monetary fine to be determined by the BOD.
- G. No club furniture will be allowed on the beach.
- H. Beach chairs, surf boards, bikes, toys, and other personal property will be stored in designated areas and under no circumstances may be stored in any bath house cubicle or the picnic area. If found out of place or if left, they will be disposed of. Chair storage on north side of club can be used only by those members/guests while renting a room at the club.
- I. Defacing walls, furniture, or any other club property will not be tolerated. All decorating for parties or club functions must have the approval of the Club Manager.
- J. Hanover Seaside Club will not be responsible for money or any article that is lost or stolen.
- K. The elevator on the north side of the club building is not to be used by children unless supervised by an adult member.
- L. Parents are responsible for ensuring their dependent children know and follow all rules. The Hanover Seaside Club cannot be responsible for the safety of unsupervised minors.
- M. A sprinkler system is in place for fire protection. Damage by any member, member's dependent or guest, will be billed to the member.
- N. Rented lockers must be locked at all times. The club will place a lock on any locker not in compliance and the member will be assessed a \$5.00 fee.

- O. Anyone wearing a bathing suit or a garment used as a bathing suit, wet or dry, is prohibited from use of the second floor (includes the porches, lobby area, and the dining room). Cover-ups are allowed provided the swimsuits are covered.
- P. Smoking (cigarettes, cigars, and electronic cigarettes, etc) is not allowed in the Hanover Seaside Club building or on the porches, in the snack area, or any other covered areas under the club building.
- Q. Playing with the boardwalk and the sound side water hoses resulting in wasting expensive water is not allowed. It is the parents' responsibility to supervise their children.
- R. Firearms, concealed or otherwise, are prohibited on the Hanover Seaside Club property.
- S. All suggestions and complaints regarding the Hanover Seaside Club should be addressed to the Hanover Seaside Club BOD in writing.
- T. Annual dues are due and payable by January 31. A member must be in good standing to utilize club facilities.
- U. Paid dues and fees are non-refundable.

## II. Guests, Parties, and Groups

- A. No guests are allowed on club property unless accompanied by the responsible adult member(s) or member's family. Family members must obtain their own membership when they marry or reach the age of 26.
- B. All guests shall be registered in the guest book by the accompanying member under name of the member - not a dependent. Guest books are located at the parking lot entrance and the office.
- C. Advising the guest of club rules and the conduct of the guest while on the premises is the responsibility of the member.
- D. Any member who wishes to use the Hanover Seaside Club property for any event – party, celebration, meeting, or other social event - must comply with the Hanover Seaside Club Private Party/Meeting Policy as adopted by the BOD. This includes all club property including the beach access area. Please note that the sound-side area and pier cannot be reserved for any event. A copy of the policy and required forms may be obtained from the Club Manager and can also be found on the Club website, [www.hanoverseaside.club](http://www.hanoverseaside.club) under Quick Links.

## III. Parking Lot

- A. Only members' vehicles with valid parking stickers properly attached to the vehicle will be allowed in the club parking lot unless they belong to guests staying on the third floor or unless in conjunction with an approved member party, as explained in the Hanover Seaside Club Private Party Policy (HSC Policy #6030) and Private Meeting Policy (HSC Policy #6040).

- B. Parking passes for guests are required at all times the office is open. During the Summer Season (the Saturday of Memorial Day weekend until Labor Day), guest passes can be purchased for \$10 per day prior to 4:00pm. **(except the July 4th holiday and the Saturday of Memorial Day weekend)**. During the off-season and after 4:00pm on-season, there will be no charge for guest passes; however, they must be obtained from the office. If the office is closed, a note stating who the car belongs to and the name and member number of the member sponsoring the guest must be placed on the passenger side of the dashboard. The fee will be waived for guests with dining room reservations or staying on the third floor, but managers should be notified at the time of reservation if a pass will be needed. Other guests will be accommodated on a space available basis and should be properly signed in and accompanied by the member unless prior arrangements have been made with the Club Manager.
- C. Members who do not have parking passes may obtain a day pass from the office at no charge when the office is open. When the office is closed, put a note stating the member's name and number on the passenger side of the dashboard. Day passes will NOT be given on holidays or holiday weekends.
- D. The parking lot attendant is hired by the Club Manager and takes instructions from the Club Manager. Any comments concerning the parking lot attendant should be directed to the Operations Committee of the BOD in writing.
- E. The parking permit sticker must be permanently secured to the lower part of the windshield on the passenger side of the vehicle.
- F. Guest parking passes should be placed on dashboard on the passenger side of the vehicle. Guests will be given a parking pass valid only for the period of their visit.
- G. Parking of any vehicle that requires more than one space is strictly prohibited on Saturdays, Sundays, and Holidays. Parking of boat trailers must be approved by one of the Club Managers.
- H. **Any car that does not have a current member sticker permanently secured to the windshield or a guest pass displayed on the dashboard WILL BE TOWED AT THE OWNER'S EXPENSE. If the office is closed and a guest pass is not available, a sheet of paper with the guest's name and sponsoring member's name and member number must be placed on the dashboard on the passenger side of the vehicle. This rule applies to parking both on-season AND off-season.**

#### IV. Sound Side Facilities

- A. Access to the boat ramp, gazebo, walkways, steps, floating dock, and picnic tables must not be impeded. Sound side facilities are to be available to all members at all times.

- B. No overnight tie ups are permitted unless renting a room at the club. Non-member or guest boats are not permitted to tie up at the pier at any time.
- C. Members' boats must have a boat sticker in order to have use of the pier area and ramp.
- D. The boat ramp is for members' use only.
- E. The last person leaving the pier is responsible for turning off the lights and pulling the ladder out of the water.
- F. No horseplay! Any activities which endanger others are strictly prohibited.
- G. No swimming is allowed under the floating docks or under the pier, due to the danger and risk of injury.
- H. Diving from the pier is prohibited due to shallow water.
- I. No glass containers are allowed at the pier or sound area.
- J. When fishing from the pier, do not cast into the swimming area on the north side of the pier.
- K. No boats are allowed in the swimming area on the north side of the pier.

V. Rooms

- A. When rooms are rented by the week, beginning with the week following Memorial Day to the week following Labor Day, the time of occupancy shall be from 4:00 PM Saturday to 11:00 AM the following Saturday, except for Memorial and Labor Day weekends. When rooms are rented during the off-season, the time of occupancy shall be from 4:00 PM day of arrival to 11:00 AM date of departure.
- B. You may request a reservation for a 2 night or longer stay in the off season. All off season reservations are handled with the Club Manager.
- C. Rooms may not be reserved in advance for a period of less than one week or more than two weeks during the season, unless a room is available during the week. The exceptions are Memorial Day and Labor Day weekends; however, those renting for a full week will be given preference over those requesting only the weekend (the request must be postmarked for the first date reservations are allowed for the upcoming season). Please note, a two-night minimum rental is required for these room rentals.
- D. A member requesting their first week will be given preference over one that already has a week reserved and is requesting a reservation for a second week.
- E. No member may reserve more than one room at any time unless that member has more in their family than room will permit, or has guests. In such case, reservations may be made for a room for the guests and a room for the member. Reservations for rooms 5 and 6 will be awarded based on the number of occupants to stay in the room.
- F. A member may request a room reservation for nonmembers/guests for a period not to exceed two weeks per season and shall assume full responsibility for the nonmembers'/guests' conduct.

- G. Reserved room fees will not be refunded unless the room is sub rented. Since the club maintains a waiting list, no one may sublet their room without the approval of one of the Club Managers
- H. At check-in please confirm with the manager the names of all persons in each room, giving the ages of all children.
- I. Before checking out, please settle your account with the manager, sweep out and tidy up your room, and take all trash to the dumpster.
- J. Room keys must be returned to the manager at check out. Failure to return a key will result in a fee of \$25 being billed to the member reserving the room.
- K. Any dependent children under the age of 18 staying on the third floor must be accompanied by parents, grandparents or a designated adult member staying at the club.
- L. All room fees are due and payable on the date designated in the reservation confirmation mailed to the member and are the responsibility of the member. Other reservations made directly with the Club Manager are to be remitted immediately. Rooms are subject to NC Sales Tax and New Hanover County Room Taxes.
- M. The BOD has final approval of all room rentals.
- N. The manager shall be given ADVANCE notice for any additional overnight guests.
- O. Only persons renting rooms and their invited guests are allowed on the third floor.
- P. Do not hang clothing or towels in windows or on rails.
- Q. Waxing of surf boards is prohibited in rooms, on tables, or boardwalks.
- R. Cooking or preparing any type of food in rooms is strictly prohibited.
- S. No towels or linens will be furnished by the club. Rental linens are available from an outside source for a fee.
- T. Bicycles must be left in your vehicle or in the bicycle rack behind the cookout shed.
- U. Third floor ice machine is reserved for guest renting rooms on the 3<sup>rd</sup> floor only.

VI. Meals

- A. Season Meal times: Breakfast: 8:30 AM, Dinner: 6:30 PM Sunday Buffet (when served): 1:00 PM
- B. Off-Season Meal times: Dinner: 6:00PM, Sunday Buffet: 1:00 PM, other meals/times to be determined by the Club Manager.
- C. Check the club calendar on the website for other special meals and times.
- D. All persons registered at check-in as residing in rooms either during off-season or on-season will be charged for scheduled meals to include one breakfast and one weekday dinner or Sunday lunch per night, if served, regardless of check-out time. These meals constitute a minimum that will be charged each person whether they eat or not. The rate for adults and

children will be set each year by the BOD. All meals are subject to NC Sales Tax.

- E. During the season, reservations for meals on Sunday should be made prior to 5:00 PM on Saturday, and weekdays by 2:00 PM the day of reservation, unless otherwise acceptable by the Club Manager. Breakfast reservations should be made by noon the day previous to the meal. Off season Friday dinner reservations should be made prior to 2:00PM on Wednesday, and Sunday lunch reservations should be made prior to 2:00PM on Thursday. Members are responsible for payment of all meals reserved and for all no-shows. Cancellations must be 24 hours prior to the meal or payment will be required.
- F. During the off season, a minimum of 35 reservations must be received or the meal will be cancelled.
- G. Guests may be invited into the club for meals in the dining room only when accompanied by a member of the club. Any special circumstances must be cleared with the Club Manager. Meal charges are the responsibility of the member.
- H. Special groups and small parties may be invited into the club for meals in the dining room if space is available and reservations (see E above) are made in advance with the Club Manager. Meal charges are the responsibility of the member.
- I. Food dishes and silverware are not to be removed from the dining area.
- J. The kitchen is off limits to members and guests for personal use.
- K. All guests in a party must be with the host member(s) before getting in the food line.
- L. Dining Room Minimum
  1. A Dining Room Minimum was instituted to encourage members to use the dining room and to support dining room activities.
  2. Changes in the amount of the Dining Room Minimum will be proposed by the Board and approved by the Membership at the Annual Meeting.
  3. The Dining Room Minimum will be paid with dues each year. The credit can be used from November 1 of each year to October 31 of the following year. Any amount not used will be moved to the general fund and not be available to the member.
  4. Every Membership group is required to pay Dining Room Minimum with the exception of the Member Emeritus.
  5. The Dining Room Minimum may be used for all regular meals served in the dining room including breakfasts, weeknight dinners, and all Sunday lunches including Easter, Mother's Day, etc. The Dining Room Minimum may also be used in the Snack Bar.
  6. The Dining Room Minimum may NOT be used for Club activities such as parties, cook outs, 4<sup>th</sup> of July lunch, Oktoberfest, and other Club events.

## VII. Dues

- A. Dues are required to be communicated to the membership base and paid in accordance with the schedule provided below and will be invoked for 2026 payments.

Date	Action	Responsible Party
NLT December 1	Board approves amount of late fee charge, and dues statements must be sent to Members	Treasurer or designee
December 1- January 31	Members will receive email or social media reminder about dues	Secretary or designee
January 31	Per Constitution, dues not paid are late and Member is suspended and privileges revoked	Members
February 1	Late fee is added to Member account	Treasurer or designee
1st week of February	One collection call to suspended Members	Manager or designee
February 1- March 31	Suspended Members must either pay dues or petition the Board for consideration of special circumstances that prevent dues payment. Dues and any amounts on the Member's account (including late fees) and <i>Special Circumstances Form for Payment of Dues</i> will be accepted at the Office by the Manager	Members
February 7	Notice of Suspension and a copy of this policy sent by certified mail to suspended members	Secretary

March 31	Last day that dues and <i>Special Circumstances Form for Payment of Dues</i> will be accepted at the Office.	Members
April 1	List of Suspended Members with unpaid dues and any <i>Special Circumstances Form for Payment of Dues</i> will be compiled and forwarded	Secretary

	for Board Review	
April Board Meeting	During executive session, board reviews compilation submitted by the Secretary and makes a final decision about whether or not to accept the full arrears and restore the Member to their prior, unsuspended status or to accept the <i>Special Circumstances Form for Payment of Dues</i> .	Board
Following April Board Meeting	Suspended Member is informed of Board action per certified letter (reinstatement, payment plan acceptance, revocation of membership, etc.)	Secretary