



## **BRANCH 638 HOUSE RULES**

The purpose of House Rules is to inform all members and guests of the conduct and discipline standards expected of them when attending the Branch. The understanding and conformance to these rules will spare embarrassment to all thus ensuring enjoyment in a pleasant, relaxed atmosphere.

These House Rules shall be read in conjunction with the Branch By-Laws. If any conflict occurs between the House Rules and The By-Laws, the By-Laws shall take precedence.

### **Rules:**

1. The Branch building is a No-Smoking Building in accordance with the City of Ottawa By-Laws and the Branch.
2. The Bar Steward on duty has the authority to enforce the Branch House Rules and the rules of the LLBO. If requested a current membership card must be presented to the Bar Steward or an Executive Member. Members and guests will in no way interfere with the staff on duty. Any complaints must be in writing and addressed to the President
3. Bar hours are as posted. A last call will be given shortly before the bar is close .
4. Only persons authorized by the on-duty Bar Steward may be allowed behind the bar.
4. All members and guests must understand that behavior, such as loud arguments or profanity, which interferes with the use and enjoyment of our facilities by others will not be tolerated.
5. Members are allowed the complete use of the facilities, however, members must be a minimum 19 years of age before being allowed the responsibility of signing in guests and purchasing and consuming alcohol. Acceptable ID may be requested by the bar stewards before serving members or a guest.
6. Members shall be responsible for the behavior of their guests. Guests must leave the premises when their sponsor leaves. Guests may not be members or past members who are not in good standing.

7. No alcoholic beverage may be taken from Branch licensed areas and Spirits purchased off premises are not allowed on Legion property. At the discretion of the Bar Steward on duty persons considered to be intoxicated will be deprived of bar privileges and/or be asked to leave the premises. If the Bar Steward feels a person is incapable of driving and refuses to leave their car keys, the steward will inform that person that they will call the police and report the intent to drive.

8. Any member or guest who cause willful damage through improper conduct, or negligence that damages Legion property WILL be held responsible and may be suspended from the Branch until full restitution is made.

9. No animal shall be permitted in the Branch building other than those registered as a special need animal, i.e. CNIB dog.

10. For health and safety reasons the kitchen area is out of bounds for those not on duty or working in the area.

11. Leased Branch facilities shall be out of bounds to members and guest unless they are the duty member in charge, a guests of the lessee, or are providing a service.

12. Fund raising activities, the selling of tickets or peddling is not allowed in the Branch without prior authorization of the Branch Executive.

**Dress Code:**

13. Members and guests are expected to appear neat, clean and tidy. Muscle shirts and tube tops will not be permitted. No vulgar slogans or illustrations will be permitted. Swimsuits and short shorts will not be permitted. Shirts and footwear must be worn at all times.

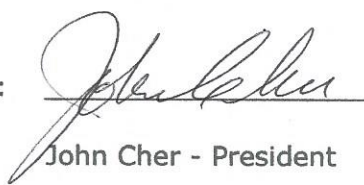
**Courtesies:**

14. Members and guests are requested to return empty bottles and glasses to the bar area.

15. When vacating a table or area please deposit waste in the trash cans provided.

Notes: These House Rules are in accordance with the Legion General By-Laws, Policies and Procedures, and have been approved at the Branch Executive meeting on 12/02/2014 and approved at the General Meeting of Branch members on 12/03//2014.

Signed:

  
John Cher - President

  
Bruce Judge - Policy and Procedure

Dated:



## **EXPLANATORY NOTE**

The RCL Ontario Command "Procedure to Resolve Human Rights Complaints" has been appended to the Branch "Anti-Bullying/Harassment Policy Statement" to provide guidance should an incident need to be handled at a level beyond Branch competence.

There are also some minor variations in wordings notably in definitions and the statements of responsibilities. The differences are not substantive but, rather, indicate different levels of focus. They do not conflict but rather amplify each other. In the extremely unlikely event of a dispute over which wording should be applied in a particular case, the Ontario Command wording has precedence.