

# RULES AND REGULATIONS



## BYLAWS, RULES AND REGULATIONS

Bylaws, rules and regulations are not inclusive. Signs posted will be considered bylaws.

**Membership Card** Membership cards are issued to all members. Members are required to show their membership card when checking in at any of the Club facilities. Your card is not to be used by friends or relatives. New membership cards may be picked up at the front reception desk within one week of taking your photo. Lost cards must be replaced with a replacement fee assessed.

**Guests** Any member in good standing may invite a non-member ("guest") to utilize the Club upon such terms and conditions as the Club may determine, provided, however, that any guest must be accompanied by the member while utilizing the Club. A photo ID must be shown and the guest is to register at the desk before entering the Club. Guests may visit the Club up to three (3) times per thirty (30) day period. If a guest wishes to utilize the Club for any further visits, a weekly pass must be purchased.

**Guest Fees** The Club in its sole discretion shall establish guest fees for the use of the Club. Members will be responsible to the Club for any indebtedness incurred by their guests along with the appropriateness of attire and conduct of their guests.

**Attire** Proper attire is required for all members and guests using the Club. Shirts and shoes must be worn at all times with the exception of the pool and sundeck areas. Shoes with non-marking soles are required throughout the Club.

**Tennis** Shirts are to be worn at all times. Torn clothing not permitted.

**Indoor Wet Areas** Swimsuits must be worn in wet areas. No glass allowed at any time.

**Café and Lounge** Dress in all dining areas is casual. Persons wearing soiled workout clothing will not be allowed in the café or lounge. No swimsuits or ragged clothing. *Members and their guests will be asked to change if not properly dressed.* No smoking allowed.

**Lost and Found Procedures** The Club shall not be responsible or liable to members or their guests for articles damaged, lost or stolen at the Club, in lockers, or for loss or damage to any property, including but not limited to automobiles and the contents thereof. Any personal items left in the lockers rooms will be removed by Club staff nightly. Do not bring valuables into the Club. The lockers are not designed to protect valuables. We strongly suggest you do not leave valuables in your automobile.

**Cellular Phones, Cameras and Packages** The use of cell phones is restricted to those areas designated throughout the Club. These areas are the lobby of both Clubs, the café and lounge and the exterior areas of the Clubs. Please respect other members when using a cellular phone. In order to maintain the privacy of our members, the use of cameras is strictly forbidden in the Club. This includes cell phone cameras. Anyone caught using a camera in the Club will be asked to leave and may have their membership privileges revoked. The Club will not be responsible for any picture taken in violation of this policy. Please note that for security purposes, the Club cannot accept any packages or deliveries for our members.

**Club Hours of Operation** All hours of operation are subject to change. Please consult current time sheets or the website.

**Member Etiquette** In order to ensure the satisfaction of all members, please follow these common rules of etiquette. Please follow all guidelines listed below.

## Health Clubs

- Children under 21 are not allowed in the Clubhouse unattended by parent or guardian.
- Work-in other members who may be waiting for the same piece of weight equipment. Do not tie up machines with multiple sets if others are waiting.
- Return free weights and plates to rack after use.
- Please limit your cardio workouts to 30 minutes if members are waiting.
- Outside Trainers are not allowed. All personal training and instruction is to be given by Club Private Trainers.
- Personal equipment and belongings are not allowed on the health Club floors. (gym bags, purses, athletic equipment, suspension boots, shoulder straps, etc.) All bags should be kept in lockers. (See Locker Rentals)
- Dumbbells are not to be used on cardio equipment.
- For your safety we ask that you do not modify equipment or use it in any other way than that recommended by the manufacturer.
- Use a towel to wipe down equipment after use.
- Water and other sports drinks are allowed in a sports-type liquid dispensing bottle.
- When lifting heavy weights, use a spotter.
- Do not drop or throw weights.
- The use of chalk is not allowed.
- Pilates equipment available for use by appointment with instructor only.

## Locker Rooms

- Cell phones are not to be used at any time.
- Return towels to hampers or desk upon departure.
- Daily lockers must be emptied upon departure.

## Indoor Pool and Spa Areas

- Be considerate of others who wish to share space in the pool area.
- Wear only swim attire in the wet areas.
- Do not change in the wet areas.
- Do not shave in the wet areas, steam room, spa, pool, etc.
- Quietness is appreciated in the wet area.

## Parking Lots

- Reserved handicapped parking spaces are for handicapped persons exclusively.
- Use trashcans for debris and cigarette butts.
- Lock your automobile.
- Make certain valuables are not visible – place in trunk or under car seat prior to entering lot.
- The Club is not responsible for lost or stolen items.

## Group Exercise / Aerobics

- Always follow the instructor. Do not attempt your own routine.
- Be considerate of the adjacent members' space.
- Please return all equipment to the proper storage area when class is complete.
- Arrive on time.
- Hand-held weights and extra equipment are not allowed unless part of the instructors' curriculum.
- Some classes may require pre-registration.
- Please see Club postings for class rules and regulations.



## CHARGES AND FEES

Charges and fees for services and facilities are subject to change as deemed necessary by the Club. Please see the Club's current price list for details.

**Tennis Reservations** are required for all courts both indoor and outdoor. Indoor court fees vary from season to season. There is no charge for outdoor courts.

**Group Fitness Classes** All group fitness classes are included in the cost of membership.

**Specialty Classes** The Club may offer certain specialty classes or add to its regular schedule of group fitness classes that may require an additional fee.

**Nursery** Nursery cards may be purchased from the Studios front desk in order for your child to be admitted into the nursery.

**Private Training/Pilates Reformer Training** The Club offers private training and Pilates instruction to individuals, duos and small groups. The fees associated with these sessions are based upon the number of sessions purchased, the number of participants and the instructor. Payment for each of these is required at time of purchase and sessions are non-transferable and non-refundable.

**Locker Rentals** Annual lockers are available for a fee. Daily lockers are free of charge. For rental please see Clubhouse front desk.

**Payments** The Club accepts cash, personal checks, Visa and MasterCard.

## DUES AND BILLING PROCEDURES

**Dues** The dues for each Membership classification shall be as specified by the Club. Dues may be changed from time to time as the Membership Committee may determine. All dues paid will be paid monthly in advance. Non-payment of dues shall be proper cause for suspension or termination from the Club.

**Member Charges** Members with security deposit on file are allowed to place all Club goods and services purchased on their Member Accounts.

- When charging, ask Club Staff for a copy of your receipt.
- Please sign all Club charges.
- All food and beverage tickets are subject to a service charge and sales/liquor tax. These charges may not appear on your ticket and may be computed and appear on your statement.
- Should you wish to give your food or beverage server an additional gratuity, you may do so.

**Statements** Statements are available for review online at the Club website: [www.clubwoodside.com](http://www.clubwoodside.com). Should any member wish a copy to be sent via standard mail an additional amount may be billed for production and mailing costs.

### Payment of Accounts

- Monthly dues for the next month and other indebtedness owed to the Club will be billed to Members' accounts on the 24th of each month.
- Members who pay by credit card will have their cards charged on the 10th of every month for the prior month's charges and the current month's dues.

- Members who pay by ACH (checking account) will have their accounts charged on the 5th of every month for the prior month's charges and the current month's dues.
- Existing members on statement invoicing can print their statements on the 25th of the month. Those requiring a mailed copy will receive their invoices before the end of each month. All such accounts shall be due and payable upon receipt. Please include a printed copy of your statement with your payment. These payments are to be made directly to the business office, mailed directly to the Club or placed with the Club front desk staff. Woodside is not responsible for any cash payments.
- Payments must be received by the 10th of the month to avoid late fees. Please also notify the office of changes to autopay information.

*Any Member who shall fail to pay their dues or other indebtedness to the Club within thirty-one (31) days after a statement is available, or whose credit card or bank account is invalid, will be subject to suspension of all Club privileges. The Member is subject to termination with loss of all rights and privileges of Membership.*

**Collection of Past Due Accounts** As stated in the membership agreement, late fees will be added to any indebtedness owed to the Club that becomes past due. Further, if an account is referred to an attorney for collection or if a member defaults on financial obligations to Woodside for Club dues and/or charges, member will pay a minimum of \$500.00 in attorneys' fees, court costs and any other expenses incurred by the Club in pursuing this debt. Any deposit will be forfeited and applied to the above-cited costs.

### Amendment to the Rules, Regulations and Bylaws

The Membership Committee may occasionally amend the Rules, Regulations and Bylaws if, in its sole determination, it would be in the best interest of the Club.

## MEMBERSHIP

**Type of Membership** A Membership may be Single or Double. A Single Membership is a membership for one person. A Double Membership is a membership for 2 persons. The Club, at its sole discretion, may establish other Membership classifications from time to time. Initiation fees for various membership classifications shall be set and/or modified by the Membership Committee without prior notice.  
*Youth Memberships for those 6 to 20 years of age are available as an add-on to any Single or Double membership.*

**Resignation/Cancellation of Membership** In order for any Member to resign from the Club, the Member must send written resignation by certified mail or fill out a resignation form in person. Resignations will not be accepted by phone. A resignation must be received 30 days prior to the end of the month. A resignation from Membership shall be presented to the Club, but shall not relieve any Member from any liability for any dues or other obligations to the Club that are unpaid at the time such resignation is filed, or which may arise prior to the acceptance of the resignation. Member accounts must be paid in full.

**Termination of Membership** A member may be suspended

or terminated for cause. Cause for suspension or termination may consist of violation(s) of the Club Bylaws or conduct which, in the opinion of the Club, is detrimental to good order, discipline, or the general welfare of the Club. In the event of termination, the unused portion of any advanced payment shall be forfeited to the Club.

**Ownership of Assets and Property** Members do not acquire any ownership, including equitable ownership, in any assets or property of the Club.

**Notices** Please remember to inform the Club's Administration Office of any address changes or changes in autopay information. Any notice shall be considered delivered when mailed to the address as it appears on your membership application or as subsequently changed by written notice to the Club. Any notice required by the Club shall be considered duly given only when received by the Administration Office of the Club.

**Damages** The member shall pay for any damages to the Club's property by the member, member's guest or dependent children.

# In The Know

## WOODSIDE TENNIS

### Court Rules and Guest Policies

- Members may reserve random indoor/outdoor court time six days in advance.
- 24-hour cancellation policy or you may be charged for indoor court time.
- You must register at the Clubhouse front desk every time you play.
- Members are required to give their name, membership number and the name of the person(s) with whom they will be playing.
- There is a guest fee for both indoor and outdoor courts.
- Proper tennis attire at all times. Shirts must be worn at all times. Non-marking soles only.
- No refunds will be issued for clinics. However, you may make up any missed times during the same clinic sessions.
- There will be no prorating. Any missed clinics will need to be made up during that clinic session.
- Clinics and lessons must be paid in advance of each session by cash, check, Visa, MasterCard or member charge.
- Tennis lessons may be scheduled by contacting the tennis desk at 913.831.0322. All lessons must be cancelled 24 hours in advance or you will be charged for your lesson.

# WOODSIDE

2000 W 47th Place • Westwood KS 66205

913.831.0034 • [clubwoodside.com](http://clubwoodside.com)