



POLICY #1 - MEMBERS' LOUNGE RULES

1. DEFINITIONS & INTERPRETATIONS

- a. "Building" means that property municipally known as 1918 Kensington Road NW, Calgary, AB T2N 3R5;
- b. "Immediate Family" means any spouse, common-law spouse, child(ren), parent(s), sibling(s), grandparent(s), aunt(s), uncles(s), father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law.
- c. "Lounge" means that space located on the second floor of the Building for the exclusive use of Branch members and their guests;
- d. "Manager" means that person fulfilling a managerial position or the Manager, whomever is present;
- e. "Person" means a Member of the Branch, guest of a member, volunteers, staff, renters of the Lounge, members of the public and any other person utilizing the Lounge;
- f. "Special Event" means any entertainment arranged by the Executive Committee and its sub-committees that is held in the Lounge.

2. HOURS OF OPERATION

- a. The Lounge shall operate at such hours of operation determined by the Executive from time-to-time.
- b. Lounge hours shall be posted in the Building, on the Branch website and on social media sites, if available.

3. ADMISSION TO THE LOUNGE

- a. This Policy applies to all persons wishing to gain admission to the Lounge.
- b. All members in good standing may be admitted to the Lounge;

- c. No persons under the promulgated provincial age of majority, as may be in force from time-to-time, shall be served alcohol at any time. Presently, the age of majority is eighteen (18) years of age;
- d. Children shall always be under their parent or guardian's direct supervision and will not be permitted in the lounge after 2100 hrs;
- e. No pets or other animals, except for official service animals (Seeing Eye Dogs, Operational Service Injury ("OSI"), or Post Traumatic Stress Disorder ("PTSD")), will not be permitted in the Branch without dispensation from the Executive;
- f. In the event the Provincial Government shall declare a public health emergency, all persons entering the Building or also being admitted to the Lounge shall follow all public health directives issued by the Government of Alberta, the City of Calgary, or both, as applicable.

4. SIGNING IN GUESTS TO THE LOUNGE

- a. Any member of any Legion branch, members of the Royal Canadian Mounted Police or any city, municipal or provincial police service, members of the Correctional Services of Canada, Firefighters and members of the Canadian Armed Forces may access the lounge as a guest of No. 264.
- b. All other persons, other than 4a. above, who do not belong to the Branch, or Branch Members who are not in good standing must be signed in by a Branch Member in good standing. These persons must sign the Member & Guest register and present correct identification to the Manager upon request.
- c. A member may sign in a maximum of six (6) guests during any one visit. An exception to this Rule may be made by the Manager attending with members of his/her immediate family.
- d. A Member who signs in guest(s) shall accept responsibility for the conduct of such guest(s) while on the premises and must ensure their guest(s) leave the premises concurrent with their departure.

5. DRESS

- a. Members will be responsible for their guest(s)'s dress and deportment.
- b. The Manager shall have final authority to refuse entrance and/or service to anyone considered improperly dressed in accordance with this Policy.
- c. All persons seeking admission to the Lounge will be clean and neatly dressed.
- d. The following items of dress will not be permitted in the Lounge:
 - i. Torn or ripped jeans;

- ii. Short shorts;
 - iii. Any top with a bare midriff;
 - iv. Flip-flops and crocs;
 - v. Greasy or dirty clothing excepting for those service personnel hired by the Board for a specific work purpose;
 - vi. Beach wear or swim suits.
- e. Proper footwear must always be worn. Work boots are permitted;
- f. Head dress shall be permitted only in the following circumstances:
- i. as required by a religious purpose;
 - ii. during Legion functions as provided for in the Royal Canadian Legion Ritual and Awards Manual;
 - iii. special Legion functions announced by the Executive;
 - iv. Mother's Day events;
 - v. Calgary Stampede events;
 - vi. Special events authorizing head dress;
 - vii. when the Lounge is rented to members or non-members for special events.
- g. For sanitary reasons, headdress, purses and personal clothing are not permitted on the top of any tables at any time.

6. DEPARTMENT

- a. The sale and consumption of alcoholic beverages is only permitted in the Lounge, the adjacent Lounge patio, and such other areas as may be designated on the permit issued by the Government of Alberta.
- b. All persons are prohibited from consuming or possessing any alcoholic beverage which was not purchased in the lounge. Bottles of alcohol brought into the lounge for gifts/prizes shall be given to the Manager to keep behind the bar until the recipient is ready to depart the premises.

- c. No person will knowingly obtain an alcoholic beverage for any person who has been refused service by the Manager or who is currently under suspension or deprivation of privileges by the application of the General Bylaws of the Legion.
- d. All persons consuming beverages shall return their empty glasses and bottles to the bar area.
- e. Smoking, including e-cigarettes, is strictly prohibited within the Lounge, on the Lounge patio and the Building. Smoking is permitted twenty-five (25) metres outside the main entrance to the Building.
- f. No person will smoke or possess any illegal substance as defined by the Criminal Code of Canada while in the Lounge and the Building.
- g. The use of profane, offensive, or abusive language will not be permitted or tolerated at any time;
- h. When a special event occurs at the Legion, all televisions shall be either turned off or have their sound muted;
- i. Physical altercations including fighting, shoving or other actions, including verbal altercations, that constitute an assault as defined under the Criminal Code of Canada will not be permitted or tolerated at any time and shall result in immediate ejection from the premises.
- j. Any person, who in the opinion of the Manager, is intoxicated, smoking, unruly or is using profane, offensive, or abusive language will not receive any further service in the lounge and shall be asked to leave the premises.
- k. In the event any person refuses to leave the premises when directed to do so by the Manager, the latter will close the bar and contact the Calgary Police Service immediately to have the recalcitrant person removed.

7. RESTRICTED ITEMS

- a. Under no circumstances will any of the following be permitted at any lounge functions regardless of whether they are operated by the Legion, a private member function or a private non-member function:
 - i. Confetti;
 - ii. Rice;
 - iii. Tape (painters' tape is permitted).

8. GAMES AND GAMBLING

- a. No gambling event shall occur within the lounge unless it is authorized by the Executive and conducted in accordance with applicable rules of the Alberta Gambling, Liquor and Cannabis Agency ("AGLC").

- b. Any 50/50 draw shall only occur under the auspices of a lottery license issued by AGLC.
- c. The Manager shall cease all gambling or lottery events immediately if no license is produced authorizing same upon demand.
- d. No game of crud, or any other similar game, shall be permitted on the pool table.
- e. Sitting, lying or standing on the pool table shall not be permitted.
- f. All adults are responsible to supervise any children using the pool table.
- g. All games within the Lounge shall cease promptly upon the designated time of closing.

9. PAYMENT FOR SERVICES

- a. Payment for all services shall be cash, interac/debit, or credit card, and, in the case of non-member bookings, may also be by money order or bank draft.
- b. No chit services shall be available in the Lounge.

10. ENFORCEMENT OF LOUNGE RULES

- a. The Manager shall be responsible for the enforcement of Lounge Rules. In absence of the Manager, the head bartender shall be responsible in his/her place.
- b. Any persons breaking Lounge rules shall either be directed to cease and desist such activity or requested to vacate the premises immediately by the Manager.
- c. Any person observing an infraction of Lounge Rules is requested to report the infraction to the Manager for action.
- d. Any reported infraction of the Lounge Rules shall be recorded in the Incident Report book by the Manager. The Sergeant-at-Arms will review the Incident Report book weekly to establish that the necessary facts and evidence are clearly and concisely stated. If corrective action is required, he/she will inform the President. Official complaints will be handled as directed in The Provincial Command By-Laws, as they apply to branches.

11. SUSPENSION OR DEPRIVATION OF PRIVILEGES

- a. The President reserves the right to impose on any person a suspension or deprivation of any privileges in accordance with The General Bylaws.

12. LOUNGE RENTAL

- a. The Lounge may, from time-to-time, be contractually rented to members or non-members for periods of exclusive use.

- b. All persons renting the Lounge shall sign a contract for service and shall pay such deposits and fees as may be designated by the Executive from time-to-time.
- b. Unless specifically invited, no one shall enter or attend any private function occurring in the Lounge when rented or assigned for the exclusive use of members or non-members through a contractual agreement.
- c. Third Parties contractually renting the Lounge shall abide by such Rules as specifically outlined in their contractual agreement.

13. LOUNGE RULES APPROVAL AUTHORITY

- a. All requests by Third Parties to book the Lounge on an exclusive use contractual basis shall be made through the Main Floor Reception or the Manager.
- b. No request by Third Parties to book the Lounge will be entertained on the following days:
 - i. Valentine's Day;
 - ii. Mother's Day;
 - iii. Remembrance Day;
 - iv. Christmas Day;
 - v. New Year's Eve;
 - vi. New Year's Day.