

## Membership Guidelines

**2022-2023**

**Welcome!** The Catawba Island Club has been privately owned and operated by members of the Stouffer Family for over fifty years and, therefore, is not a "member-owned" club. The mission of Catawba Island Club is to provide first-class dining and recreational opportunities in a family-friendly environment within a harmonious atmosphere of friendship, mutual respect, and fellowship. These guidelines have evolved and were created in response to frequently asked questions over the years. They should not be considered all inclusive; if you have a question to a particular policy or rule, or what behavior would be deemed appropriate, please do not hesitate to inquire with a manager. There are other Club agreements (e.g., dockage, private golf carts, fitness center use) that may go beyond what is found in these Guidelines. Any inconsistencies between these guidelines or other agreements will always be resolved by which is the most restrictive.

**Club Charges:** All purchases made on Club property will be applied to the member Club account. In addition to Club charge, cash or credit cards are accepted at the Front Desk, Golf Shop, Dock Shop, or Fuel Dock. Charges incurred at food and beverage facilities have an automatic service charge added to each series of charges. The ability to add additional gratuity, by percentage or dollar amount, is available at the member's discretion. Sales tax must be added to both the gratuity and the sale per Ohio Department of Taxation.

An itemized statement of account showing previous balance, current payments, and charges, and ending balance will be mailed to each member monthly at the end of each billing cycle, which is set on the 29th of the month. The balance will be due by the 20th of the following month. The preferred method of payment is the mailing of a check in the envelope provided with the statement or dropping payment at the Front Desk. Additionally, you may elect to settle your statement balance with a credit card, either automatically or by calling the billing office, prior to the due date.

**Delinquency of Club Account:** All amounts not paid by the 20th shall be considered past due and subject to a 2% late fee. Club management may suspend use of membership until past-due accounts are paid in full or acceptable alternative payment arrangements are made. Unresolved delinquency may result in corrective action including, but not limited to, requiring a credit card be kept on file, suspension of Club privileges and forfeiture of Club membership.

**Guest Privileges:** A member may make arrangements for an unaccompanied guest to utilize the Club up to three times per year. If you cannot accompany your guest, prior notification must be made through the Front Desk. Unaccompanied guests will be provided with a temporary guest-card while they are on property - the guest must pick up their temporary guest-card at the Front Desk upon arrival and keep it on their person during the entire course of their stay. Guests arriving without prior arrangements or approval by the member will result in the guest being refused service or access. CIC reserves the right to deny unaccompanied guest access at any point and for any reason. Club Members are not permitted to pass their CIC membership card to an unaccompanied individual.

Guest privileges may be extended as requested by a member for a maximum period of 5 days. Children over the age of 24 are considered guests and subject to the same procedures. For any guests who are staying in the hotel and attending private functions, these same arrangements for arrival must be made.

Guest charges are billed to the host member. An exception may be made in the event of a hotel stay in which case a guest may establish a temporary Club number to which all charges are billed. The member, however, is still held responsible for all charges in the event of non-payment by the guest. There is a per visit resort fee for establishing a guest account for hotel stay or transient dockage.

*Payment on Account (POA):* a POA is when a member or guest makes a payment toward a member account. POAs from guests may only be made at the Front Desk or by contacting the CIC Accounts Receivable Office and may only be made after CIC receives approval from the member. We do not accept more than two POA's relating to a single charge (example: splitting the bill for a meal more than 2-ways).

**Dress Code:** Please respect the following dress policy when on Club property:

- *Clubhouse:* Bathing suits and/or bare feet are not permitted in the Clubhouse at any time. Appropriate dress is required when coming into and leaving the main Clubhouse.
- *Main Dining Rooms:* Gentlemen are required to wear a collared shirt (ex. polo shirt, button-down, sweater, and banded golf-style collar) and long pants (ex. slacks or jeans) when dining in the Main Dining Rooms. Hats must be put in the coatroom or on the table while dining. Ladies' dress should always be in good taste, which is at the discretion of CIC management
- *Cove Bar:* Hats and shorts are acceptable in the Cove Bar as well as all outdoor dining venues for gentlemen.
- *The Patio and The Side Door:* have been set aside as informal dining areas during the summer season. Casual clothing, in good taste, is permissible in these areas. On Sundays, all dining rooms will be used for informal dining. Sports jerseys, pajama/sweatpants bottoms, and men's cut-off shirts are never permissible.
- *Guest Dress:* Members are expected to make sure everyone in their party understands our dress code. When bringing a guest to CIC, please ensure they are appropriately dressed for the occasion.

*Club management reserves the right to refuse dining room seating for any member or guest whom, in their judgment, is inappropriately dressed.*

**Cell Phones/Laptops:** Use of cell phones and laptops is prohibited in all Club dining rooms at all times. Please set your cell phones on vibrate in dining rooms. All cell phone calls must be answered in the hallway away from dining rooms. Laptops may be used in the Cove Bar or along the waterfront only - please refrain from taking business calls while in the Cove.

**Tobacco and Vaping:** Tobacco products, flame and vapor based, are NEVER permitted inside the Clubhouse. Additionally, with the exception of outside special events, tobacco products are prohibited at all outdoor dining facilities and bars. Members are permitted to smoke around the firepits, though, depending on wind direction, they may be asked to relocate if bothering adjacent members. While on Club property, management reserves the right to request a member extinguish their smoke-based or put away any smoke or vapor product.

**Reservations:** Reservations (unless noted) are made at the Front Desk. Please call (419)797-4424, or visit the Front Desk in person.

- **Dining Rooms** - The Club dining room reservation system is predicated on a dining period of approximately 1½ hours. Therefore, on busy evenings, please be considerate of fellow members who are waiting to enjoy the facilities. Management may ask for your table and offer an alternate gathering area for your use. Reservations for larger parties of 11 or more require advanced reservations and management approval to ensure that proper service will be available. Reservations will be given a 15-minute grace period, after which a reservation may be forfeited to other waiting members. Seating on the patio is first come, first serve and the entire party must be present before being seated.
- **Special Events Cancellation Policy** - Management reserves the right to apply a cancellation fee for CIC curated events, holiday reservations, and other special events on a case-by-case basis.

- **Hotel Room Reservations:** Members may reserve up to five rooms at a time - additional limitations on room reservations are set on a case-by-case basis. Reservations are considered as being "guaranteed" when made. Cancellations not in adherence with the following guidelines will be assessed a per room cancellation charge as noted or listed on hotel confirmation: full rate will be charged for "no shows," 30-days in advance for Holiday weekends and 4 days in advance for all other reservations.

Additional hotel policies (check out time, smoking, etc....) will be noted on the reservation acknowledgement.

**Lost & Found:** We are not responsible for the return of lost or left items. CIC staff will make every reasonable effort to find and return items and will retain any found items for up to two weeks. Items left in the dining rooms, hotel, or any other part of the property, excluding the areas listed here, will be held in storage at the Front Desk. Items left around the pool area are kept in storage at the pool and may be inquired about by contacting a lifeguard. Items left at the tennis courts or during use of the golf course will be held at the Golf Shop. \*Valuables may be locked in our safe, only as space permits.

**Children at CIC:** The Club has always prided itself on providing a family-friendly environment and a source of lasting family memories that span generations. There are numerous opportunities for youth-oriented activities both organized and free form. The ultimate responsibility rests with the parents for minors, as well as their guests. Parents and responsible adults should ensure that minors understand and adhere to appropriate standards of behavior that would not interfere with enjoyment of the Club by all members and guests.

- Typically, weekend and holiday-night dance bands are not geared toward young children. Parents should take the responsibility to ensure the adult members of the Club can enjoy the dancing and entertainment to the fullest. Please use good judgment and advise children under the age of 18 of these guidelines.
- Children are to abide by the 10 p.m. curfew unless accompanied by their parents.

#### **Parking:**

*Decals & Designated Spaces:* Parking is permitted only to vehicles displaying current parking decals. Each membership will receive two "Main Lot" decals that permit the vehicle displaying the decal to park in the main lots (any lot beyond the guard house) any day of the week. If a membership account requests decals for additional vehicles, 'alternate lot' decals are available at the Front Desk. Vehicles displaying the 'alternate lot' decal may park in the main lots Monday through Thursday but not Friday through Sunday. Decals must be displayed on the front driver side windshield of the vehicle. Parking is not permitted at any time in spaces for golf carts, service drives or fire lanes – parking in these areas may result in the vehicle being towed. Handicap parking is available at the Club entrance. Parking is on a first come, first serve basis, and is not guaranteed.

*Vehicle types:* Only passenger vehicles are permitted to park in the main lots. All trucks, campers, and boat trailers must arrange in advance for parking availability in alternate lots. Staying overnight in these vehicles is not allowed per Ohio Health Department laws.

**Pets:** Pets must always be on a leash and accompanied by their owners. Owners are required to pick up and dispose of pet waste in receptacles provided throughout the Club grounds. Pets are not permitted on the pool deck or in the pool at any time, except for special events. Pets are allowed in limited CIC hotel rooms, however, are not permitted in dining rooms or bars (indoor and outdoor) with the exception of licensed service animals. The green space adjacent to the outer patio is available for pet seating. Cleaning charges will apply if guidelines are not followed. Pets are not permitted on the golf course but may be at the practice facilities while on a leash.

**Swimming:** The main pool, Harbor's Edge pool, and Lake Access points are available to all Catawba Island Club members based on published schedules and weather conditions.

- *Guests* – Guests are permitted pool access when arranged through adult members only. There is a \$5 fee per guest – this fee applies to swimmers of all ages. All guests must check-in with a lifeguard and sign the pool

guest list. Grandchildren of members are exempt from the guest fee but are still required to be registered on arrival.

- *Lifeguards* – Use of the pool deck or the main Club pool is ***never permitted*** unless a lifeguard is present. The Harbor's Edge pool is an unguarded pool and use of the facility is at one's own risk, minors below the age of 18 are not permitted to use the Harbor's Edge pool unless supervised by an adult.
- *Behavior* – Improper/unsafe behavior or disrespect to lifeguards or members will not be tolerated. Management reserves the right to suspend pool privileges to any person exhibiting any behavior deemed inappropriate.
- *Use* – At the beginning of every hour, lifeguards will restrict pool use to adults (over 18) only. During this time there may not be lifeguards actively monitoring the pool. Always shower before entering the pool, especially after use of the beach or swimming in the lake (this is an Ottawa County Health Department requirement).
- *Lake swimming* – The lakefront is an unattended facility. All lake swimming is at the swimmer's own risk. There is no swimming permitted after dusk and there is never diving permitted from the lakefront piers, offshore rock jetty, or the jetty at the channel entrance. The rock jetties are never to be climbed, jumped off or used as diving platforms. Do not climb through the rocks to enter the lake. Management reserves the right to close lake access for any reason.
- *Umbrellas* – Please do not attempt to move or adjust any umbrellas on the pool deck, waterfront, or bar areas. For your safety, please ask a CIC team member for assistance in deploying, moving, or removing any umbrellas.

**Fitness Center:** The Fitness Center is unattended and “use is at your own risk.” Use is available to all members who have signed a current Activity Waiver (available at the Front Desk and Golf Shop) and have been assigned a key fob. Children under the age of 16 must be accompanied by an adult and children under the age of 18 must have a parent/guardian signed Activity Waiver on file. Guests are permitted when arranged through a member. Guests must sign the Activity Waiver (available at the Front Desk and Golf Shop). There is a \$5 per person, per use fee for all guests.

**Racquet Facilities (Tennis and Pickleball):** Use of the racquet facilities is available to all members of the Catawba Island Club. Guests are permitted when arranged through a member and use is limited to three times per season. Proper attire and shoes are required at all times.

**Golf Course:** The golf course is available for use by all members and guests when arranged by a member. Additional details regarding use, special events, leagues, and practice facilities are available by contacting the Golf Shop.

- *Availability* - Starting times are required prior to use and may be made through the Golf Shop or online (contact the Golf Shop for details). Members are permitted to reserve up to 2-times per day, with the ability to reserve two weeks in advance for Champions Pass holders and one week for all others. More than 2-tee times constitute an event and must be coordinated through the Golf Shop and/or the Events Office. The Golf Shop must be notified prior to starting all use, regardless of registered starting times. The golf course may be unavailable due to special events, weather, and other circumstances.
- *Fees* - Fees associated with golf course use are published annually and are available online or by contacting the Golf Shop. The Golf Shop accepts cash, credit, or member charge.
- *Practice Facilities* – The driving range is available for use by members and guests. There are fees associated with use. For additional information please contact the Golf Shop. The practice holes (located along Moore's Dock Rd.) also are available on a first-come, first-serve basis for use by members and guests without a fee.

**Private Carts and Cart Paths:** Private “golf” carts are permitted for recreational use on CIC-owned property and, upon approval, the Golf Course.

- Private Carts must display a current CIC issued decal. Decals are issued only after a Private Cart Agreement has been signed and proof of insurance provided. Private Cart use on the Golf Course is based on approval

by course staff. Management reserves the right to deny cart access if the vehicle is deemed dangerous to the health of turf.

- **Only licensed drivers are permitted to operate carts on property!** Management may remove keys from carts without proper decal, parked incorrectly, or operated by a minor.
- Carts must utilize designated parking spaces and not park in spots intended for larger motor vehicles.
- Golf course paths are used for registered play only and are not used as walking or biking paths. Course paths close at dusk and should not be driven on afterhours.

**Other Recreational Vehicles:** Motorized or man-powered personal recreational vehicles, including but not limited to bicycles, skateboards, longboards, and scooters, must be operated in a safe manner at all times while on CIC property. For their own personal safety, riders must dismount and walk with the vehicle when entering the main Club parking lot. Riders are strictly forbidden from riding on all grassy areas, including picnic areas, golf course, along the lakefront, and “Dog Hill” at all times. CIC is not responsible for lost or missing vehicles whether properly or improperly secured while on property.

**North Harbor:** Due to potentially dangerous electrical currents and boat traffic in the harbor basin, swimming, paddle boarding, wind surfing or diving is never permitted within the Marina, including the channel entrance.

- *Seasonal dockage:* A Club member may request seasonal dockage in the CIC Marina basin. Dockage is on an "as available basis" for an additional fee and subject to the terms of a Mooring License Agreement. All members who have seasonal dockage in the CIC marina are required to be members of the Yachtsmen's Association and pay the annual Yachtsmen Fee – additional details available by contacting the Membership Coordinator.
- *Transient dockage:* CIC members who are members of the Yachtsmen's Association and have paid their annual fee may dock their boat at the Club as space is available. Docks for transient use are available on a first-come, first-serve basis, but reservations are encouraged. To reserve a dock, please call the Harbormaster to make your reservation. Reservations can be made in advance and for up to a one-week period but will not be confirmed until within one week prior to the requested dates. Rules, procedures, and fees related to transient dockage apply and are available by contacting the Harbormaster.
- *Jet skis and personal watercraft:* For the safety of all swimmers and those enjoying the lake, use of jet skis, or other small watercraft in the lake area in front of the Club, is restricted to use outside of the swim buoys. Failure to adhere to this policy may result in the loss of dock privileges. Additionally, jet skis must abide by all boating rules when exiting or entering the harbor. Operation of any watercraft, including jet skis, is subject to rules established by the Ohio Department of Natural Resources and may be subject to age restrictions and boater safety certification. Members are responsible to ensure their compliance as well as any guests who might use their watercraft.

**Alcoholic Beverage Guidelines:** The Club maintains strict adherence to Ohio liquor control laws, and in some instances, our policies are more restrictive to help ensure the enjoyment of Club facilities and events.

- *Liquor permit premises:* Members are not permitted to bring alcoholic beverages to Club premises, nor can any open containers leave the Club premises. Club premises include all Club buildings and grounds, including the golf course. There are a few notable exceptions such as the docks and hotel rooms.
- *Service to underage persons:* No alcoholic beverages will be sold to, or consumed by, persons under the age of twenty-one (21) on Club premises. Identification will be requested of any person who appears to be under the age of twenty-one (21). Minors up to the age of 21 trying to obtain or seen consuming alcoholic beverages, will be required to leave the Club grounds. Repeat offenders may have Club privileges suspended immediately. **Adults are not permitted to obtain alcoholic beverages for any underage persons, including their children.**
- *Responsible consumption:* No alcoholic beverage will be sold to, or consumed on Club premises by a person, who, in the opinion of Club management, appears to be intoxicated. CIC reserves the right through our management and/or staff to refuse service of alcoholic beverages to any member or guest who is, or appears

to be, intoxicated. Additionally, we may request the surrender of car keys and in such cases, will arrange safe transportation.

**Sexual/Workplace Harassment Policy:** Harassment of a Club employee, fellow member, or guest will not be tolerated. The Club will take prompt and appropriate action to investigate and resolve any alleged or suspected harassment. Appropriate disciplinary action, up to and including dismissal of the offending member, will be taken if the Club determines harassment has occurred. Examples of harassment include but are not limited to verbal or physical intimidation, bullying, harsh or foul language, unwelcome sexual advances, overt or insinuated requests for sexual favors.

Sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law. We will fully and promptly investigate all complaints filed by CIC staff members.

**Leave of Absence/Reinstate Policy:** Members are permitted to take one Leave of Absence for up to 24 months with no reinstatement fee. After 24 months or after a second Leave of Absence, a reinstate fee shall be charged. Members are not permitted to request more than two Leaves of Absence from the Club. After a Leave of Absence, the date of reinstatement becomes the "Member Since Date" and will impact Silver Membership eligibility status.

**Divorce or Separation Request:** If upon separation or divorce, it is desired by one member to limit Club access from another individual under the same membership, the Club must receive written notice of such request. Unless otherwise noted, the primary member will remain responsible for membership dues and all charges placed on the account.

If neither party agrees on who will retain existing membership, then CIC will establish separate memberships following a new application process and acceptance by the Membership Committee. This will not require additional initiation fees. Monthly dues will apply to both active Club accounts.

**Disciplinary Action, Suspension, Termination:** Failure to follow these guidelines, or other behavior that ownership or management consider inappropriate and not in the best interests of the character, the welfare, the discipline, the harmony or the peace of the Club, or misrepresentation on an application for membership, may call for suspension or termination of membership.

Any member whose conduct, or the conduct of their family or guests, shall be deemed to be improper or likely to endanger the welfare, safety, harmony, or good reputation of the Club, may be reprimanded, suspended, or expelled from the Club by action of the Club management.

The disciplinary actions described above may be for the member and all others entitled to privileges (i.e., spouse, significant others or minors covered under the membership), or in certain circumstances, may be limited to a particular individual covered by the membership.