



## Premises Rules including Conduct of Members

**These rules are in addition to the IoD's Charter, By-Laws and Regulations, collectively known as (the 'Charter'). The rules apply to all IoD Premises. Certain additional rules may apply in some of the regional or international premises, and these will be shown on the respective Notice Boards. For the purposes of these Premises Rules, 'IoD' shall include, in respect of Regional premises, the respective Proprietor or Managing Agent.**

1. The IoD's principal premises are located at 116-123 Pall Mall, London SW1. Other premises are listed on [www.iod.com/premises](http://www.iod.com/premises).
2. Most premises provide a meeting place and other benefits and services including catering facilities for IoD members and their guests. Management of the IoD will be responsible for all matters connected with the control and management of London Premises. Regional Premises will be managed by the respective Management Committees.
3. Institute members shall, subject to these Rules, be entitled to use and enjoy the premises and facilities provided for such use. The right to use the premises immediately ceases if membership ceases, or such person is suspended in accordance with clause 5 below. All applicants for membership undertake to be bound by the Charter, By-Laws, Regulations and Premises Rules including Conduct of Members, prior to the grant of membership.
4. **Members may not use the free members/directors' rooms and/or meeting areas particularly the lounges or Information Centre as a regular or long term substitute for their office or a place where they may conduct a regular business.**

In particular members using such rooms may not:

  - (a) **Hold meetings consisting of more than four persons** at any one time, irrespective of the number of members present – (Note: Business Centre Rooms are available for hire for such meetings);
  - (b) **Use communal rooms at any IoD premises more than 52 days in a calendar year.** These comprise: the Director's room, Morning room, Spears room, Wellington room, Café 123, Information Centre and Regional Premises. (Communal member meeting areas are most commonly used between 11.30am and 3pm, Tuesdays to Thursdays. Accordingly, members are encouraged to use these rooms outside peak times where possible);
  - (c) Reserve tables and chairs by leaving papers and other items unattended for more than 15 minutes;
  - (d) Leave hats, coats and other items not needed for work on or adjacent to tables and chairs in such a way as to be unsightly or cause inconvenience to others. Such items should be deposited in the cloakroom;
  - (e) Publish the name, address, telephone or fax numbers of the premises on their business communications so as to give the impression that they are those of their own business or office;
  - (f) Direct mail to IoD premises for collection;
  - (g) Use the services of staff for collection and receipt of mail, faxes, documents, phone calls or messages other than on an exceptional basis.
5. **Exclusion from Premises** – An Institute member or guest may be excluded, temporarily or indefinitely, from any premises of the Institute in the interests of security, safety or propriety or for any of the reasons given under clause 5. (b) below. Where the exclusion is for a period of more than 72 hours, notice of such exclusion must be served in writing to the Institute member within 72 hours of such exclusion having effect or as soon as practical thereafter. No Institute member may be excluded for more than 21 days unless a Notice of Disciplinary Proceedings has been served on him. The exclusion of an Institute member may be ordered:
  - (a) by any IoD Premises Manager or Front of House staff where the period does not exceed 48 hours;
  - (b) by the Director General or the Institute Secretary or the Board whatever the period of exclusion may be. Reasons for taking such action include: non-compliance with these rules, behaving in an inappropriate manner, causing disruption, embarrassment or offence, abusing staff or members, or if the Institute member or their guest is apparently intoxicated or under the influence of drugs.
6. For the convenience of the majority, members using any part of the premises may not: use mobile telephones or other noisy equipment in such a way as to cause inconvenience and disturbance to other members.
7. Smoking is prohibited within all IoD premises including partly covered entrance areas.

continued overleaf

8. (a) All debts of any kind incurred by a member in any capacity, or by his or her guest(s), shall be the personal liability of the member to the IoD.  
(b) Every member shall be liable for any damage to the premises, furniture, fixtures, fittings or other objects caused by him/her or his/her guest.  
(c) Every member shall, on entering the premises and when otherwise requested to do so, produce his/her IoD membership card and, if required to do so, otherwise identify himself/herself as a member. All premises require a 'swiping-in' procedure to be followed at one or more places, for management, administrative and security purposes.  
(d) Members are required, immediately after entering the premises, to notify reception staff of the names of their guests. Guests of members may only use the facilities when accompanied by their host member.  
(e) On special occasions, at the discretion of the IoD, the number of guests may be limited.  
(f) Members are personally responsible for the conduct of their guests and their compliance with the Premises Rules, and every guest must leave with his/her host/hostess.  
(g) Children under 16 are not permitted to enter the premises except at Management's discretion.
9. The IoD accepts no liability for death or personal injury caused to a member or guest or for loss of or damage to personal property, clothing or effects of a member or guest anywhere in the premises, unless such loss or damage is caused as a result of the IoD's negligence or breach of contract.
10. The IoD provides catering facilities that are governed by both liquor licence and food hygiene regulations. Accordingly, members using any part of the premises may not:
  - (a) carry on any betting, gaming or auction sale;
  - (b) bring in food or drink for consumption on the premises without prior consent;
  - (c) bring pets (with the exception of guide dogs) into the premises.
11. IoD premises are a place for business, and in consideration for others, members and their guests are expected to dress accordingly – at least 'smart casual'. With the exception of 123 Pall Mall, T-shirts and trainers are not permitted in any IoD premises. For the Restaurant at 116 Pall Mall, gentlemen are required to wear a Jacket and jeans will not be permitted. Some Regional premises require a jacket and tie for gentlemen and smart attire for ladies throughout (please see [www.iod.com/premises](http://www.iod.com/premises) for more information). The IoD reserves the right to exclude members and their guests if inappropriately dressed.
12. Opening hours and the hours for supply of intoxicating liquor are set out in the Members' Handbook, also available to view on the IoD's website. Any change in the hours during which the premises will be open will be notified by means of a notice displayed in a prominent position in the premises at least seven days before the relevant change.
13. The IoD logo is a registered Trade Mark and members may not use it in any document or publication, including the Internet, without the written authorisation of the Director General, Institute Secretary or the Marketing Director. Such authorisation will only be given in exceptional circumstances.
14. The IoD does not pass any personal information or contact details pertaining to any member or prospective member to any Third Parties, except agencies acting for the IoD and complying with the IoD's Data Protection requirements. In addition, members are not permitted to use IoD services or its website to harvest or collect email addresses or other contact information of members or prospective members by electronic or other means for the purposes of sending unsolicited emails or other unsolicited communications. Any member or prospective member found in breach of these terms may have their membership revoked and be liable to prosecution.
15. Please note that CCTV operates throughout the premises (except hire rooms) for the purpose of security.
16. No Filming or Photography may take place within the premises without obtaining prior permission in writing from Management.
17. These rules are binding on members and their guests. They may from time to time and with immediate effect be revoked, altered or added to by the IoD. The IoD will display the 'Premises Rules including Conduct of Members' in a prominent position in each of the IoD premises.
18. Copies of these Rules are available online: [www.iod.com/constitution](http://www.iod.com/constitution) or by contacting the Membership Department on: 020 7766 8866.
19. Membership is not transferable and non refundable.

Any dispute or difference, which may arise as to the meaning or interpretation of these Rules, shall be determined by the Director General, the Institute Secretary, the Hospitality Director or the Membership Director.