



ENGINEERS' CLUB OF PHILADELPHIA  
Policy on Member Use of  
Racquet Club Facilities  
And  
Engineers' Club Office

Engineers' Club members may use the Racquet Club of Philadelphia (RCOP) facilities, as well as the ECP offices, under the following policy and procedures.

**Racquet Club Facilities**

ECP members may use the Lunch Counter at the Racquet Club. The Lunch Counter is open between noon and 2:00 pm (cold items available until 2:30 pm). Payment shall be made by credit card at the time of the service. While the use of the Membership Card that will be provided upon payment of dues is not required, it may be helpful to have it with you. No prior arrangements are necessary.

ECP members may also use the Racquet Club facilities for meetings and meal functions. Contact the ECP Executive Director that you are interested in use of the facilities and you will be provided with the contact information for the RCOP Catering Manager. All further arrangements will be between the Club member and the RCOP Catering Manager. The ECP member will be required to pay the RCOP directly via credit card.

**Engineers' Club Offices**

The ECP office is open for use by members between 9:00 am and 4:30 pm. Since the facilities and space are limited, Club members are asked to call ahead to reserve this. It will be available on a first-call, first-get basis.

There will be times when the Club staff is off-site and the office space will not be unavailable. Club members are not permitted to be in the Club offices unless Club staff is present.

A wireless network and electrical outlets are available for laptops. There is a computer which is connected to the internet and available for use. Use of the printer / copier is not permitted except for official Club business. There is no fax machine and the telephones are for Club staff only. Use of the Club equipment is subject to the Club's Technical Resource Policy.

Club staff resources are very limited and Club staff is busy with work they must do. Thus, any use of the Club offices by members implies that Club staff is not disturbed or 'put to work' as this would detract from their normal responsibilities. Please be considerate if you use the Club's space.

Club space is a shared resource and should be treated accordingly. Please leave it as you found it and dispose of your trash, take your papers, etc., even if leaving for a brief period of time.

If a member's use of the Club offices does not conform to this policy, the Executive Director is authorized to restrict the member's access.