

The Rajasthan International Centre, Jaipur

RIC Members' Protocol

- 1 Whenever they visit the RIC, Members are expected to conform to the Centre's socio-cultural ethos and, particularly, to:**
 - (i) show courtesy to fellow Members and staff; to elders, the other gender and the differently-abled; and
 - (ii) ensure that their guests are well briefed about the Centre's rules and regulations.
- 2 Members shall carry their Identity Card (Smart Card) and show them to the staff, whenever requested to do so.**
- 3 Whenever they visit the catering venues, Members are expected to:**
 - (i) see that the names of their guest(s) are entered in the Guest Register;
 - (ii) see that, in case they are getting delayed, the relevant Desk is requested to seat their guests; and
 - (iii) ensure that the number of their guests does not exceed eight; joining of tables is not permitted.
- 4 In the Lounges, the sharing of tables is permissible and encouraged.**
- 5 Members and their guests, who visit any venue of the Centre, should be appropriately dressed:**
 - (i) The following are not permitted:
 - shorts
 - bathroom slippers
 - barefeet; and
 - (ii) Appropriate attire includes western/national/Indian dress/ kurta, pyjamas, Nehru jacket; and footwear appropriate to the attire (shoes and open/closed sandals). Jeans are permitted only with half or full sleeve shirt/T-shirt with collar.

6 In the Library and Reading Room:

- (i) Strict silence must be maintained;
- (ii) Mobile phones must be switched off or kept on silent mode; should a Member need to make/receive an urgent call, he/she should leave the Library and make/receive the call outside the library;
- (iii) Members should not leave behind, overnight, any books/papers/other items with the intention of blocking/reserving space for the next day; and
- (iv) Members should adhere strictly to the Library Rules, as may be made from time to time.

7 Regulations of the NO PARKING area must be strictly adhered to, and

- (i) As far as possible, only designated parking spaces should be used for parking the vehicles;
- (ii) On alighting, Members should ensure that their vehicles do not obstruct the porch/pathways in any manner;
- (iii) While leaving, Members should call for their vehicles only when they reach the porch; no vehicle should remain waiting and parked in the driveway; and
- (iv) Protected Members should ensure that security vehicles and accompanying personnel do not block the driveway.

8 Restrictions to be observed on the Centre's premises:

- (i) Smoking is prohibited in the entire premises;
- (ii) Spitting and consumption of Paan and Gutka is prohibited;
- (iii) Plucking of flowers and defacing trees is not allowed;
- (iv) Carrying firearms/ any weapon is not allowed, except by the Security personnel accompanying a protected person; Security personnel are not allowed to enter any of the Centre's venues;
- (v) For lack of space, no domestic help shall remain inside any venue once a Member has been escorted to his/her seat; however, exceptions may be made in the case of differently-abled or very aged persons;

- (vi) Giving tips to the staff is strictly prohibited (a service charge may be levied on all bills and the amount thus collected will be distributed among all staff);
- (vii) Pets/animals are not allowed in the Centre, except when specially permitted for a particular purpose;
- (viii) Playing of cards is not allowed; and
- (ix) Weddings are not permitted in the Centre's premises; but gentle/sober receptions or get-togethers may be allowed.

9 Regulated Activities

- (a) Professional photography/videography can be undertaken only with the prior written permission of Director/Secretary, RIC, on payment of charges, if any; and
- (b) Food and beverages (except drinking water) are not allowed inside any auditorium of the Centre.

10 Use of Centre's Property

The Centre's property shall be used with care and no item (crochery/cutlery, linen, books, paintings, artefacts, plants, bathroom toiletries, etc.) shall be removed.

11 Loss/Damage to Centre's Property

In case any Member or his/her guest removes/damages any valuable property of the Centre, then such Member shall be liable to replace the property/ pay for the loss caused to the Centre.

12 Reception Lounges

Members may use the Reception Lounges while waiting for their guests.

13 Members' Lounge (if provided)

For a brief rest or discussion, Members may use the Members' Lounge.

14 Speaking Loudly/Continuing to Sit Not Allowed

- (a) Members are expected not to shout or speak loudly in the Lounges and Dining Halls; and
- (b) Members shall show consideration to others, who are waiting to come in, and not remain sitting in the Lounges

for prolonged periods, after having partaken food/beverages.

15 Entry of Children and Non-adults

- (i) Only children above the age of eight years are allowed in the Centre, unless specially permitted for any programme/event, party or restaurant; and
- (ii) Parents/guardians shall ensure that their children are not left unattended anywhere in the Centre's premises.

16 Conferences, Seminars, Exhibitions, etc.

The operational timings of each of the Centre's venues as laid down shall be strictly observed. No advancement/extension of these timings shall be permitted.

17 Use of Mobile Phones

- (i) Use of mobile phones is strictly prohibited in all venues of the Centre (Dining Halls, Lounges, Auditoriums, Library, and all programme venues);
- (ii) Mobile phones shall be switched off or put on the silent mode while entering any venue; and
- (iii) When used in other spaces, Members should talk in a low voice which does not disturb others.

18 Adherence

Members and their guests who enter the Centre's premises shall be deemed to have accepted this Protocol and are expected to conform to it fully.

19 Breach of the Protocol

- (i) Non-adherence to the Protocol shall amount to its breach; and
- (ii) Any breach of the Protocol will attract consequences, as per the Centre's Rules and Regulations.

20 Non-liability of the Centre

The Centre shall not be liable for any injury or loss/damage/ theft of the personal items/assets carried by Members or their guests.

21 Removal from Membership and Suspension of Facilities

Any Member who indulges in canvassing or who has committed a breach of any of the Rules of the Centre or who has refused or neglected to abide by any such Rules or has failed to clear the dues of the Centre (including the annual subscription fee) within the stipulated time or is a habitual defaulter in the clearance of the dues of the Centre or who has committed any act which, in the opinion of the Executive Committee or the Board, is calculated or likely to bring discredit to the Centre or has disregarded/ not observed any rules, regulations, by-laws, decisions of the Board, the Executive Committee or any other Committee, or has conducted himself/herself in a manner unbecoming of a member of the Centre may be:

- (i) denied any of the privileges or use of any or all the facilities of the Centre for such period(s) as the Board or the Executive Committee may consider appropriate; and/or
- (ii) removed from the Membership of the Centre by the Board.

Provided that no resolution of removal of a member shall be passed unless the Member concerned is given online, by email, sms, whatsapp or by post a notice of at least fourteen days and informed of the grounds on which it is proposed to remove him/her from Membership of the Centre and is given an opportunity to explain his/her conduct to the Board in writing or in person in the relevant meeting of the Board.