



# RULES OF DARTMOUTH HOUSE

For members of the English-Speaking Union

Dartmouth House is the international headquarters of the English-Speaking Union, an educational charity and membership organisation that works to give young people the speaking and listening skills and the cross-cultural understanding they need to thrive. Membership of the ESU generates funds for our charitable work, so thank you for your support.

Members are requested to familiarise themselves with the rules of Dartmouth House so that everyone has a safe and pleasant visit.

These rules are subject to alteration from time to time and are a supplement to the Royal Charter and Bye-Laws.

- 1.6 Members are responsible for any damages caused to Dartmouth House by themselves or their guests.
- 1.7 Please do not remove the reading material or any property belonging to the ESU.
- 1.8 No food or drink purchased outside Dartmouth House can be consumed on the premises unless authorised by prior arrangement with the House Manager.
- 1.9 All members are asked to care for Dartmouth House as a Grade II\*-listed building and are not permitted to leave personal items on the furniture and fixtures. Personal items can be left in the cloakroom at the member's risk.

## 1. MEMBERS' FACILITIES AT DARTMOUTH HOUSE

- 1.1 Dartmouth House provides facilities for individual members of the English-Speaking Union.
- 1.2 Dartmouth House will normally be open from 9.00am to 6.30pm on Monday to Friday. The ESU reserves the right to close members' areas within Dartmouth House without prior notice.
- 1.3 All members and visitors must sign in at reception. A valid membership card must be shown or entry will not be permitted. This is for everyone's safety and security.
- 1.4 Members must settle their expenses before leaving the premises.
- 1.5 No claim in respect of any property alleged to have been left or lost by members or their guests will be entertained. Articles left in the cloakroom are done so at the owner's risk.

## 2. MEMBERSHIP AND ANNUAL SUBSCRIPTIONS

- 2.1 Membership of the ESU is from 14 years of age upwards.
- 2.2 Members in subscription arrears will be presented with a final payment request upon their departure from Dartmouth House by Reception. Members with subscriptions in arrears will be unable to enter Dartmouth House until payment is made.
- 2.3 Membership cards are non-transferable. Replacement cards will be issued at a cost of £10 each.
- 2.4 ESU Associate Members may visit Dartmouth House up to 12 times a year. ESU Supporter Members may visit Dartmouth House on one occasion per annum. A frequent visitor membership is available for those requiring unlimited weekday access.

2.5 International ESU members are able to visit Dartmouth House four times a year. A membership card or letter of introduction from their branch must be presented at reception.

### 3. GUESTS

3.1 Members are welcome to bring up to three guests to Dartmouth House. A guest may not visit Dartmouth House more than four times ever. Guests are welcome to take out a personal membership.

3.2 Guests must be accompanied by a member throughout their visit and should depart when their host member leaves.

3.3 Persons whose application for membership has been refused cannot be introduced as a visitor.

3.4 Children under the age of eight are not admitted to Dartmouth House without prior permission from the House Manager.

3.5 Guests are not able to make purchases while in the House.

### 4. DRESS CODE AND CONDUCT

4.1 The dress code is smart casual or European business wear. Casual attire is not permitted (shorts, sportswear or clothing with slogans).

4.2 Abusive language and behaviour towards Dartmouth House and ESU staff will not be tolerated and membership may be revoked. Complaint/compliment forms are available from reception and a formal response from the Director of Operations will be made within 10 working days.

4.3 Smoking is not permitted anywhere on the premises.

### 5. BUSINESS MEETINGS AND USE OF EQUIPMENT

5.1 Members may not use the public areas of Dartmouth House specifically for

business meetings, conferences, presentations, conference telephone calls or interviews. Meeting rooms can be hired by calling 020 7529 1554 or emailing [info@dartmouthhouse.co.uk](mailto:info@dartmouthhouse.co.uk).

5.2 Members shall not use the name, address or imagery of the ESU or Dartmouth House for their own purposes, either business or personal.

5.3 Dartmouth House must not be used as a mailing address for any member.

5.4 Prior permission for staged photography within the House must be obtained from the House Manager or from the Director of Operations. A fee is payable.

5.5 Notices cannot be displayed unless prior permission has been obtained by the House Manager.

5.6 Lamps must not be unplugged to charge electronic devices.

### 6. OTHER

6.1 Animals may not be brought into Dartmouth House with the exception of assistance dogs.

6.2 Bicycles may not be brought into or attached to the front railings of Dartmouth House.

### PLEASE SUPPORT US

The English-Speaking Union is an educational charity working to ensure young people have the speaking and listening skills and cross-cultural understanding they need to thrive. Our debate, public speaking and cultural exchange programmes improve young people's attainment, self-esteem and social skills, enabling them to live their lives to the full. As a charity, we rely on the generosity of individuals, charitable foundations and companies to help ensure our programmes continue to be accessible to those who need them most. To support our work, please visit [www.esu.org](http://www.esu.org)



ENGLISH-SPEAKING UNION  
discovering voices