



Engineers' Club of Philadelphia  
Founded in 1877

215 South 16th Street, Suite 16  
Philadelphia, PA 19102

Phone (215) 985-5701  
info@engrclub.org

Fax (215) 985-5704  
www.engrclub.org

*The Engineering and Technical Center of the Delaware Valley*

**ENGINEERING AND TECHNICAL SOCIETY  
AFFILIATE MEMBERSHIP  
AND  
FEE FOR SERVICES PROGRAM  
April 22, 2010**

The Basic (free) Affiliate Membership provides:

- Listing and website link to society on the ECP website
- Listing of society upcoming events on the Joint Calendar on the ECP website
- Listing of Society scholarships on the ECP website
- Invitations to the ECP Affiliate Society Summits
- Invitation to submit nominations for Engineers Week awards

The Premium (\$250 per year) Affiliate Membership Provides

- All the benefits of the basic membership
- Two individual members to be named by that society or organization
- Free mail drop service
- Access to the Fee for Services Program

The Fee for Service program offers administrative services which can be tailored to the needs of the individual society. The fees for each service will also be tailored to the size and anticipated usage of the service. This program will be revised and updated as additional services become available. For information on any of these services, or to suggest additional services, contact Susan Best at 215-985-5701 or [sbest@engrclub.org](mailto:sbest@engrclub.org).

The services include:

- **Message Center Service:**
  - The Section may use the Club's phone number as a message center. We will take phone calls and handle as appropriate.
  - Under the Club's new phone system (to be implemented in the near future), each Society will be able to have its own phone number, with a society-specific greeting or calls can be forwarded to another number. Messages can be directed towards any phone number and can also be sent to an email address as an audio file and transcribed email.
  - With the new phone system, we can set up conference calls (up to 8 channels).
- **Meeting Coordination:**
  - Record meeting reservations received through the mail, phone calls, or email (reservations@engrclub.org). Credit card payments can be accepted. We will provide an Excel file listing of the reservations.
  - Meeting rooms and catering available through the Racquet Club (see Exhibit A)



- Online reservations available the Club's online store. Direct link can be provided from the event flyer or society's website to the reservation page. There is no limit to the number of events that can be posted at one time.
  - Note: transaction fees for online reservation are based on the previous month's usage. If a number of societies use the Club's account, the per-transaction fees are likely to go down for everyone.
- Additional services can be provided, such as handling the arrangements with the meeting venue, name tags, doing meeting check in, etc.
- We are checking with various Center City venues to determine if we can obtain some group discounts for the benefit of premium affiliates. Based on success of this, and obtaining frequently used venues, would do the same in the suburbs.
  
- **Financial Records**
  - Using QuickBooks, the Club can maintain a society's financial records. This would not replace the society's treasurer; rather it would provide support to the treasurer at whatever level the society desires. This can provide continuity from year to year, particularly for those societies that change treasurer's each year.
  
- **Mailings**
  - While many societies are using email and do not do a lot of hard copy mailing, there are times when it may still be needed. The Club can fold, stuff, seal, and add postage to hard copy mailings as needed.
  
- **Public Relations**
  - The Club has a relationship with a public relations specialist. Through her work with Delaware Valley Engineers Week, she is familiar with how to promote engineers and engineering. This is an expertise that most societies probably do not need on a regular basis, but would find useful for a major event. It would generally be more cost effective to use the services of someone already familiar with engineering than to search and select someone without this background.
  
- **Vendor Services**
  - Based on information obtained in survey of organizations, will check with various vendors (plaques, printing, etc.) for potential group discussions for the benefit of the premium affiliate members.

Services that are being considered for the future include:

- **Publications**
- **Board Support**
- **Website**

If there are services you would be interested in having the Club offer, let us know.



**Exhibit A**  
**Racquet Club of Philadelphia**  
**Room and Event Information**

Available through the Engineers' Club of Philadelphia  
 to Societies with Premium Affiliate Membership

Room	Dimensions	Capacity (people)					Charge
		Banquet	Buffet	Reception	Theater	Classroom	
Bell Room	39' x 24'	50		75	80	40	\$150.00
Gold Room	19' x 14'	10	8	20	20	10	\$20.00
Suite 37	31' x 23'	25	20	35	35	25	\$20.00
Grille Room	46' x 35'	100		120	120	70	\$120.00
Sailing Room	36' x 14'	20	12	25	25	20	\$20.00
Main Dining Room	59' x 47'	180		200	200	140	\$300.00
*Lobby	41' x 39'	N/A		200	N/A	N/A	\$1200.00
Small Banquet Room	22' x 17'	20	12	30	30	20	\$20.00
Reading Room	59' x 47'	100		150	120	80	\$300.00

\*Lobby can only be rented with the Reading Room or the Main Dining Room; it cannot be rented separately.

Note: The Racquet Club is not ADA accessible

**Food Selection**

Breakfast Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax)

- International and continental breakfast ranging from \$6.95-\$8.95 per person
- Choice of plated breakfast and breakfast buffet ranging from \$6.95-\$17.95 per person (Minimum of 25 Attendees)

Lunch Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax)

- Choice of sandwiches (\$10.00 per person) including chips; lemonade; ice tea; and water.
- Choice of sandwiches with a soup choice (\$12.50 per person) including chips; lemonade; ice tea; and water.
- Choice of plated lunch and lunch buffet ranging from \$16.95-\$23.95 per person (25 Attendee Minimum)

Dinner Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax)

- Choice of plated dinner and dinner buffet ranging from \$30.50-\$38.95 per person (25 Attendee Minimum)
- Arrangements can be made for sandwiches for an evening meeting, cost based on menu choices.

**Parking**

There are several parking garages located near the Racquet Club. The two most convenient garages are on Chancellor Street between 16th and 17th streets. Parking rates for both garages are:

- Hourly Rates
 

½ hour	\$4.00
1 hour	\$10.00
1 ½ hour	\$15.00
2 hours	\$20.00
Maximum Time	\$21.00
- Early Bird Special \$12.00  
(In by 10:00 am, Out by 6:00 pm)
- Night Rate (In after 5:00 pm, Out before 5:00 am)
 

Sunday-Thursday	\$8.00
Friday and Saturday	\$13.00

The Racquet Club can also provide validated parking at these garages for a flat rate of \$11.00. The Racquet Club would invoice the organization for the total validation charge (\$11.00 times the number of tickets).