

Club Facilities Usage Policy Clarification

Date: [Insert Date]

To: [Committee Members' Names]

From: [Your Name] / [Your Position]

Subject: Clarification on Facilities Usage Policy

Dear Committee Members,

I hope this message finds you well. As we continue to promote effective management and utilization of our club facilities, I would like to clarify a few important points regarding the Facilities Usage Policy.

1. Eligibility for Facility Usage

Only active club members in good standing are permitted to reserve and use the club facilities. Please ensure that reservations align with this criterion.

2. Reservation Process

Members must submit a reservation request at least [Insert Time Frame] in advance through [Insert Reservation Method]. All requests will be evaluated based on availability.

3. Usage Hours

The club facilities operate from [Insert Hours] on [Insert Days]. Usage outside these hours requires prior approval.

4. Cleanliness and Maintenance

All members are expected to leave the facilities in the same condition as they found them. Failure to comply may result in restrictions on future usage.

Thank you for your attention to these important matters. Should you have any questions or require further clarification, please feel free to reach out.

Best Regards,

[Your Name]

[Your Position]

[Club Name]