

Club Facilities Usage Policy Clarification

Date: [Insert Date]

To: [Event Organizer's Name]

From: [Your Name]

Subject: Clarification of Club Facilities Usage Policy

Dear [Event Organizer's Name],

We appreciate your interest in using our club facilities for your upcoming event. In order to ensure a smooth and successful experience, we would like to clarify our facilities usage policy.

1. Reservation Process

All reservations must be submitted at least [X weeks/days] in advance to allow for proper arrangements.

2. Usage Hours

The club facilities are available for use from [Start Time] to [End Time]. Please ensure that all activities conclude by [End Time].

3. Capacity Limits

Each facility has a maximum capacity of [Number] attendees. It is crucial to adhere to this limit for safety reasons.

4. Equipment and Setup

Any equipment or setups you plan to use must be pre-approved. Please submit a list of required items at least [X days] in advance.

5. Cleanup Responsibilities

Organizers are responsible for leaving the space clean and tidy after the event. Failure to do so may result in additional charges.

Please feel free to reach out if you have any questions or require further clarification regarding these policies. We look forward to assisting you with your event.

Sincerely,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]