

Club Facilities Usage Policy Clarification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to clarify our club facilities usage policy as it pertains to our external partners.

As part of our commitment to maintaining a high standard of service and ensuring the best experience for all users, we have established certain guidelines regarding the usage of our facilities. Below are key points of our policy:

- All external partners must submit a formal request for facility usage at least [Insert Notice Period] in advance.
- Usage of facilities is contingent upon availability and may be subject to specific days and times reserved for club members.
- All external users must adhere to our safety and conduct guidelines while on premises.
- A fee will be applicable for all external organizations, which will be discussed upon request.
- Insurance and liability waivers may be required prior to the use of facilities.

Please feel free to reach out if you have any questions or require further clarification regarding any of the points mentioned above. We appreciate your partnership and look forward to collaborating with you.

Best regards,

[Your Name]

[Your Title]

[Club Name]

[Contact Information]