

Dear Club Members,

We hope this message finds you well. We would like to take a moment to clarify our facilities usage policy to ensure that all members have a pleasant experience while using the club amenities.

Facilities Overview

Our club offers a variety of facilities including:

- Swimming Pool
- Gymnasium
- Tennis Courts
- Meeting Rooms

Usage Guidelines

To maintain a safe and enjoyable environment, we ask all members to adhere to the following guidelines:

1. All facilities are available from 6 AM to 10 PM.
2. Please reserve your slot for gym and tennis court usage at least 24 hours in advance.
3. Members must sign in before using the facilities.
4. Keep noise levels to a minimum in shared spaces.

Membership Responsibility

We encourage all members to ensure that guests are aware of and follow the club policies. Any misuse of facilities may result in restricted access.

Contact Information

If you have any questions or need further clarification, please feel free to contact the club manager at manager@club.com or call us at (123) 456-7890.

Thank you for your cooperation and understanding.

Sincerely,

The Club Management