

# Dear New Member,

Welcome to [Club Name]!

We are excited to have you as part of our community. To ensure that you have a clear understanding of our facilities usage policy, we would like to provide you with some important information:

## 1. Facility Access

As a member, you have access to the following facilities: [list of facilities]. Access hours are from [start time] to [end time], daily.

## 2. Reservations

Members are required to reserve facilities in advance. Reservations can be made via [website/contact information]. Please ensure that you receive a confirmation for your booking.

## 3. Code of Conduct

All members are expected to maintain a respectful environment. Please adhere to the club's code of conduct, which can be found in detail [link or location].

## 4. Equipment Usage

Please return all equipment in good condition and report any damages to staff immediately.

## 5. Safety and Cleanliness

For everyone's safety, please follow all posted safety guidelines. Kindly keep facilities clean by cleaning up after use.

If you have any questions about the usage policy or need further assistance, please feel free to reach out to us at [contact information]. We look forward to your active participation and hope you enjoy your time at [Club Name]!

Sincerely,

[Your Name]

[Your Position]

[Club Name]