

Club Facilities Usage Policy Clarification

Date: [Insert Date]

Dear [Staff Name],

We would like to take this opportunity to clarify the policy regarding the usage of club facilities for all staff members. It is essential to maintain order and ensure equitable access to our resources.

Policy Highlights:

- Facilities are available for staff use during non-peak hours only.
- Prior booking is required at least 24 hours in advance.
- Staff must present their ID badge at the facility entrance.
- All equipment must be returned to its original condition after use.
- Any damages incurred must be reported immediately to management.

We appreciate your cooperation in adhering to these guidelines to ensure a smooth operation for everyone involved.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Club Name]