

Club Facilities Usage Policy Clarification

Dear Volunteers,

We would like to take a moment to clarify the usage policy of our club facilities to ensure a smooth and enjoyable experience for everyone involved.

Facilities Available for Use:

- Main Hall
- Meeting Rooms
- Outdoor Sports Areas
- Kitchen Facilities

Usage Guidelines:

1. All facilities must be booked in advance through the club's event coordinator.
2. Volunteers are responsible for returning facilities to their original condition after use.
3. Noise levels should be kept to a minimum to respect other users and nearby residents.
4. Food and drinks are permitted only in designated areas.

Access Hours:

Club facilities are available for volunteer use from 8:00 AM to 8:00 PM, Monday to Saturday.

Contact Information:

If you have any questions regarding the facilities or the usage policy, please contact:

John Doe

Club Event Coordinator

Email: johndoe@clubemail.com

Phone: (555) 123-4567

Thank you for your dedication and hard work!

Sincerely,

The Club Management Team