

Community Facility Usage Guidelines

Dear [User/Organization Name],

We are pleased to provide you with the guidelines for the use of our community facility located at [Facility Address]. In order to ensure that all users have a safe and enjoyable experience, we ask that you adhere to the following rules and regulations:

1. General Information

- The facility is available for use from [Opening Time] to [Closing Time].
- Please reserve the facility at least [Number] days in advance.

2. Usage Rules

- All users must comply with local laws and regulations.
- Food and beverages are allowed only in designated areas.
- Maintain cleanliness and dispose of trash properly.

3. Safety Guidelines

- No smoking or open flames are permitted.
- Users must report any damages or issues to facility management.
- Emergency exits must remain clear at all times.

4. Fees and Deposits

- A deposit of [Amount] is required to secure your reservation.
- Fees are based on [Hourly/Daily] rates.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information]. Thank you for your cooperation, and we look forward to your safe and enjoyable use of our community facility.

Sincerely,

[Your Name]

[Your Position]

[Community Organization Name]

[Contact Information]