

# Letter Template for Neighborhood Facilities Protocols

Date: \_\_\_\_\_

To: [Neighborhood Committee/Residents]

From: [Your Name/Organization]

Subject: Protocols for Using Neighborhood Facilities

Dear Residents,

We are pleased to share the following protocols for the proper use of our neighborhood facilities. These guidelines aim to ensure that everyone can enjoy the amenities while maintaining a safe and respectful environment.

## Facility Usage Guidelines:

1. All users must sign in and out at the facility entry point.
2. Respect designated hours of operation.
3. Clean up after use, including disposing of trash properly.
4. Limit noise levels to avoid disturbing others.
5. Report any maintenance issues promptly to the committee.
6. Follow any specific rules related to each facility (e.g., pool rules, gym etiquette).

We appreciate your cooperation in following these protocols to maintain our community's shared spaces. Together, we can ensure these facilities remain enjoyable for all residents.

If you have any questions or suggestions, please feel free to reach out.

Thank you for your attention and support!

Sincerely,

[Your Name]

[Your Position]

[Contact Information]