

BETMAR OWNERS INC.
A 55+ Older Community
Operating Policy and Procedure
102

Member Use and Reservation
Clubhouses 2, Annex, Clubhouse 3 and Apache

Effective Date: 11-15-2007

Last Revision: 10-24-24

Version 102.2

SCOPE This policy establishes agreement and understanding protocols for all parties. Parties include persons intending to use and reserve a clubhouse facility listed above for a private function, the Activities Councilor, the Kitchen Manager, and the Properties Councilor. It combines four policies for each clubhouse into one, identifying commonalities for all.

PURPOSE: The purpose is to establish policy as to Member Use and procedures for reserving, paying fees, and cleaning.

POLICY: Common to Clubhouse 2, Annex, Clubhouse 3, and Apache:

1. Any person wanting to use a facility must be a member in good standing of both Corporations.
2. Betmar Owners, Inc./Betmar Acres Club, Inc. Board of Directors must approve **non**-member use of a facility.
3. Open flame candles or other open flame devices are absolutely prohibited in any building.
4. Food and beverages will be allowed in NON-CARPETED areas of the Apache Clubhouse on a carry-in/carry-out basis.

PROCEDURE:

1. The requesting party must:
 - a. Confirm facility availability with the Activities Councilor via a form submission or email to Activities@betmar.org.
 - b. Obtain from the Betmar Office and complete a "Clubhouse Use and Reservation Agreement". (Attachment 1)
 - c. Return the agreement to the Activities Councilor with fees, in accordance with the Reservation Usage fee Schedule.

- d. Write two checks (payable to Betmar Owners, Inc.) **NO CASH**, one for the usage fee and a separate check for a refundable cleaning deposit. The latter will be held and returned pending compliance with the Use Agreement.

Reservation and Usage Fee Schedule			
Clubhouse	Clubhouse only	Clubhouse with Kitchen	(Refundable Cleaning Deposit)
CH #2	\$150.00	\$200.00	\$150.00
Annex	\$100.00	\$200.00	\$100.00
CH #3	\$125.00	N/A	\$50.00
Apache	\$100.00	N/A	\$50.00

2. Memorial services for Betmar family members are an exception and exempt from usage fees; however, donations for the use of the clubhouse will be accepted, payable to Betmar Owners, Inc.
3. Activities Councilor will:
 - a. Confirm availability for requested date and times.
 - b. Confirm “member in good standing” status with Betmar Office.
 - c. Notify Properties Councilor of pending event.
 - d. Notify the Kitchen Manager if kitchen use is on the request.
4. The hosting individuals (user) or organizations are responsible for clean-up
 - a) All trash must be removed from premises and placed in the dumpster behind the shuffle courts.
 - b) Tables wiped down with soap and water, leaving no visible trace of food/liquids.
 - c) Sweeping floors and returning tables and chairs to original configuration as when user arrived.
5. When cleaning is complete, the user will contact the Activities Councilor to schedule a same day or next morning walk through checking cleaning compliance.
 - a. The Activities Councilor shall refund the cleaning deposit.
 - b. If facilities are found non-compliant, the deposit shall be **FORFEITED**.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
102	Betmar Owners BOD	12-18-2014		
102.1	Betmar Owners Inc. BOD	3-16-23	Consolidated 102, 103, 104 and 108	P & P Committee
102.2	Betmar Owners Inc. BOD	10-24-24	Increased rental fees by 50 dollars	Owners BOD

102.2 Approved

Policy and Procedure Chairperson: _____ Date: _____

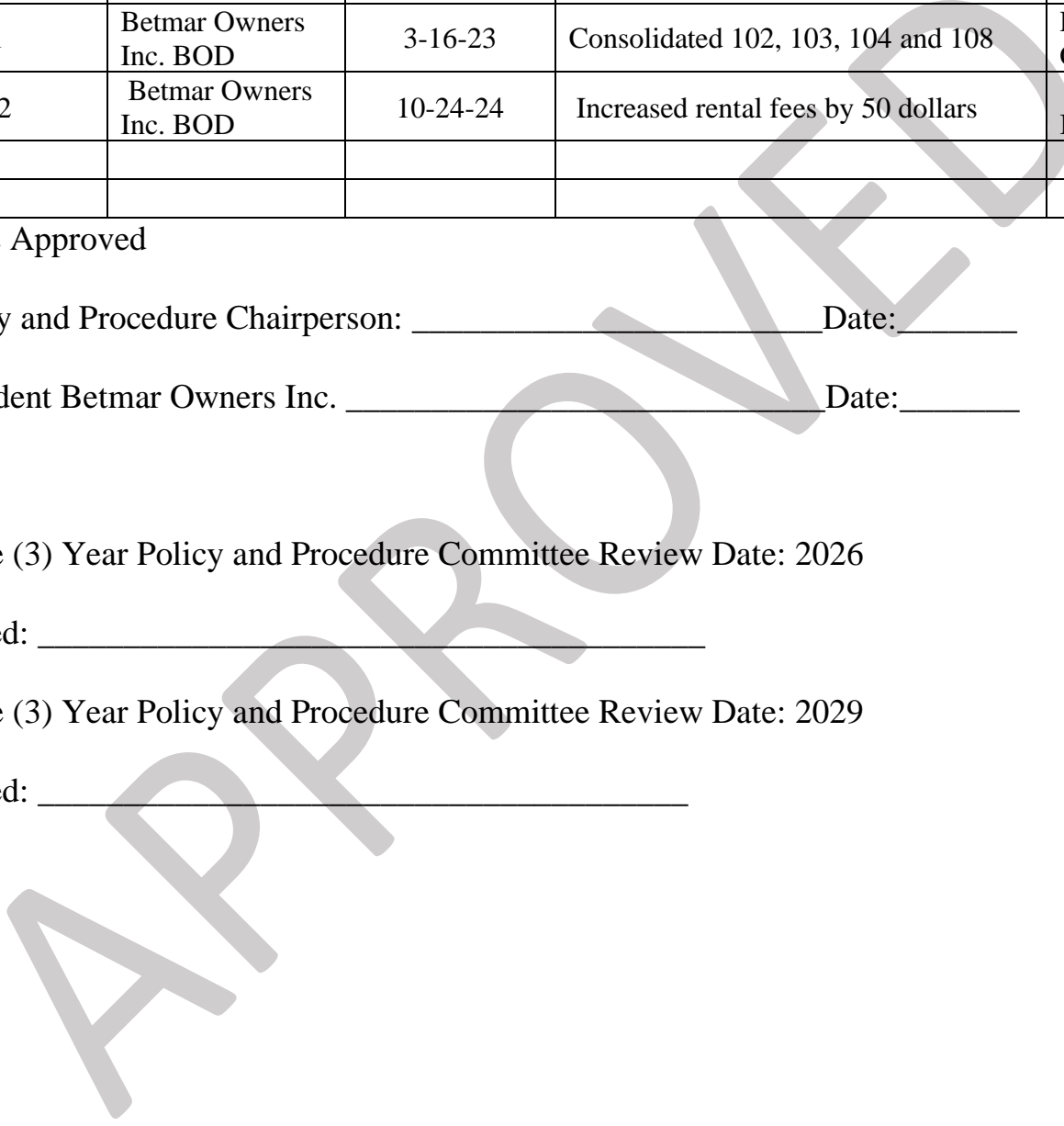
President Betmar Owners Inc. _____ Date: _____

Three (3) Year Policy and Procedure Committee Review Date: 2026

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2029

Signed: _____



Betmar Owners, Inc.	
Member Clubhouse Use and Reservation Agreement	
Name of Requestor	
Clubhouse Requested	
Day & Date Required	
Time	From: _____ To: _____

Equipment (Chairs, Large Tables, Card Tables): *User is responsible for their own set up and must return tables and chairs to original configuration as when user arrived.*

Kitchen Use. YES. NO *User is responsible for contacting Activities Councilor at the end of their event for final walk-through checking cleaning compliance.*

The kitchen manager will notify Activities Councilor when completed.

User is responsible for cleaning and contacting the Activities Councilor for final walk-through checking cleaning compliance.

1. Remove trash to dumpster behind shuffle courts and sweep floors

2. Clean tables with soap and water leaving no food or liquid residue.

Refundable Cleaning Deposit Amount. Check #1	
Amount Due – Clubhouse Only Use Check #2	
Amount Due – Clubhouse and Kitchen Use Check #2	
Total Amount Due	Date Paid:

NO CASH, Make checks Payable to Betmar Owners, Inc.

Name of User: (Print)

Signature: _____ Date: _____

Betmar Owners, Inc. Use

YES NO. *User is a member in good standing with both corporations*

Activities Councilor: (Print)

Signature:

Date:

Attachment 1

APPROVED