

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: 12-19-24

Version 102.3

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 Communications Councilor, the Kitchen Manager, Clubhouse Supertintendents and the Properties Councilor.

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 Communications Councilor via a form submission “Clubhouse Reservation Agreement” (Attachment 1)
 - i. Form may be filled out via website and checks submitted separately.
 - ii. Paper forms are available from the Communications Office, Betmar Office, or CH2 entrance display rack.

- b. Return the signed agreement to the Communications Councilor with fees, in accordance with the Reservation Usage fee Schedule.
- c. 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	\$150.00
CH #3	\$125.00	N/A	\$150.00
Apache	\$100.00	N/A	\$150.00

- 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. Communications Councilor will:
 - a. Confirm availability for requested date and times.
 - b. Confirm “member in good standing” status with Betmar Office.
 - c. Notify clubhouse superintendents 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 Clubhouse Superintendent to schedule a same day or next morning walk through checking cleaning compliance.
 - a. The Clubhouse Superintendent shall refund the cleaning deposit.

- b. If facilities are found non-compliant, the deposit shall be FORFEITED.
- c. The Board of Directors Betmar Owners, Inc. shall reserve the right to suspend member clubhouse use and reservation privileges.

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
102.3	Betmar Owners Inc. BOD	12-19-24	Reservations via Communications, change in agreement form, increased cleaning fees	P&P, BOD

102.3 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./BETMAR ACRES CLUB, INC.

CLUBHOUSE RESERVATION AGREEMENT

COMPLETE THIS FORM IN ITS ENTIRETY and return to Communications Councilor

Please PRINT all information. Each request will be handled on a first-come basis.

Activity/Club/Event/or Member Event _____ **Date submitted:** _____

Contact Person _____ **Contact Phone#** _____

Building Requested :CIRCLE: Clubhouse 2, Annex, Clubhouse 3, Apache (White, Red, Maple)

Extra Needs – KITCHEN: YES NO. ***** EXPECTED CAPACITY** _____

Requested Date(s) _____ **Alternate Dates(s)** _____

Event Set Up Hours: From: _____ **To:** _____

Event Clean Up Hours: From: _____ **To:** _____

USER SETS UP/CLEANS UP

Time of ACTUAL EVENT: From _____ **To** _____

Publish EVENT in the Calendar: YES ___ NO ___ **Bulletin: Yes** ___ **NO** ___

MEMBER (NON-CLUB) USAGE FEE SCHEDULE-Must be a member in good standing with both corporatations!

Clubhouse	Clubhouse only	Clubhouse with kitchen	Refundable Cleaning Fee
CH #2	\$150.00	\$200.00	\$150.00
Annex	\$100.00	\$200.00	\$150.00
CH #3 (Closed 6/1-9/30)	\$125.00	N/A	\$150.00
Apache	\$100.00	N/A	\$150.00

****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.**

******Floors have been dry mopped/spot cleaned, kitchen sink and counter areas wiped down, chairs and tables returned to the appropriate room and trash- bags are placed inside front door. Failure to complete will result in forfeiture of cleaning deposit. The Board of Directors reserves the right to suspend future clubhouse use privileges. CONTACT the CH SUPERINTENDENT FOR FINAL WALKTHROUGH.**

Communications Councilor Signature: _____ **Date:** _____

User Signature _____ **Date:** _____

Betmar Owners, Inc., Club Use and Reservation: Clubhouse 2, 3, Annex and Apache Policy 102.3

Rev. 12/2024.

Attachment 1