

BETMAR OWNERS INC.
A 55+ Older Community
Operating Policy and Procedure
102
Member Use and Reservation
Clubhouses and Annex

Effective Date: 11-15-2007

Last Revision: 4-16-26

Version 102.4

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 Director, the Kitchen Manager, Clubhouse Superintendents and the Properties Director.

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

POLICY: Common to all Clubhouses and Annex. Any person wanting to use a facility must be a member in good standing of both Corporations.

1. Betmar Owners, Inc./Betmar Acres Club, Inc. Board of Directors must approve **non-member** use of a facility.
2. Open flame candles or other open flame devices are absolutely prohibited in any building.
3. 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 Director with submission of a paper form available from the Communications Office. (Sample Form-Attachment 1)
 - b. Return the signed agreement/form and appropriate fees (in accordance with the Reservation Usage fee Schedule) to the Communications Director during posted hours.

- 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 Director 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 barrels, tied and placed in the dumpster behind the shuffle courts for CH2, or left by the exit door for all other Clubhouses.
 - b) Wipe tables clean with soap and water, leaving no visible trace of food/liquids and return ALL chairs/tables to their original configuration. (LEAVE THE ROOM AS ONE FOUND IT)
 - c) Sweep or dust mop floors, wet mop needed areas, clean sink areas (if applicable) inside and around the sink counter.
 - d) CH2 kitchen area has a posted specific cleaning protocol.
5. When cleaning is complete, the user will contact the Clubhouse Superintendent to schedule to do a walk-through checking cleaning compliance.

- a. The Clubhouse Superintendent shall contact the Communications Director to report the cleaning condition.
- b. The Communications Director shall either deposit, return or shred the cleaning deposit accordingly.
- c. If facilities are found non-compliant, the cleaning deposit shall be FORFEITED.
- d. 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
102.4	Betmar Owners/Acres BOD	4-16-26	Clarified cleaning and location	

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: _____