

BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
140
Club Use and Reservation
Clubhouse 2, 3, Annex and Apache

Effective Date: 2-15-24

Last Revision: 2-15-24

Version 140

SCOPE: Applies to the Activities Councilor, the Kitchen Manager, the Clubhouse Supervisors, the Properties Councilor, Janitorial Staff and Sub-organizations (Clubs), Activities, Departments and Events and any other Betmar recognized group.

PURPOSE: To establish policy and procedures for Sub-organizations (Clubs) Activities, Departments, Events, group reserving a clubhouse facility, ordering kitchen supplies, post event/function cleaning and non-compliance ramifications.

POLICY: Any Sub-organization (Clubs), Activities, Department, Event or Betmar recognized group may reserve and use the clubhouses and kitchens.

1. Open flame candles or other open flame devices are absolutely prohibited in any building.
2. Food and beverages will be allowed on non-carpeted areas in all clubhouses. Cooking privileges are only available in Clubhouse 2/Annex with prior approval/reservation.
3. The Kitchen Manager and Clubhouse supervisors are volunteers approved by Board of Directors and shall report to the Properties Councilor.
4. The Kitchen Manager and Clubhouse supervisors shall post cleaning lists.
5. The Sub-organization (Clubs) Activities, Department, and Events, group representatives shall sign off when cleaning is accomplished.
6. Personnel for the janitorial position are hired by Betmar Acres Club, Inc. and supervised by the Properties Councilor.

PROCEDURE:

1. The Sub-organization (Clubs), Activities, Department, Event, group representatives shall:
 - a. Confirm facility availability with the Activities Councilor by:
 - i. Obtaining a “Betmar Clubhouse Reservation Form” from the Betmar Office, from the Betmar website or from the rack display, main entrance, in Clubhouse 2.
 - ii. Returning the form, when completed, to the Activities Councilor via Betmar Office Activities mailbox or to the Activities Councilor at coffee hour.
 - b. Once availability is confirmed:
 - i. Notify Communications Department to include in the Betmar Calendar.
 - ii. Notify Security and Properties Councilor for large gatherings where pedestrian and vehicle traffic may interfere with one another.
2. Activities Councilor will:
 - a. Confirm availability for requested date and times.
 - b. Notify the Kitchen Manager if kitchen use has been requested.
3. All Sub-organizations, Activities, Departments, Events, groups needing kitchen supplies may requisition them from the Kitchen Manager.
 - a. The requisition form is available in the kitchen.
 - b. Submit the form at least 10 days in advance of the event.
4. The Sub-organizations, Activities, Departments, Events, groups are responsible for post event/function facility condition and kitchen cleaning.
 - 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, or equivalent cleaner, leaving no visible trace of food/liquids
 - c. Sweeping floors and returning tables and chairs to original configuration as when user arrived, unless prior approval is obtained from the Table-setup chairman to leave as configured for the next event.

- d. The Clubhouse 2 Kitchen must be cleaned in accordance with the Kitchen Managers' cleaning checklist posted in the kitchen.
 - e. Major equipment malfunctions shall be reported to Properties Councilor immediately.
 - f. Minor equipment malfunctions shall be reported to the Kitchen Manager or Clubhouse Supervisor. If the problem is beyond their ability to remedy, they will notify the Properties Councilor.
5. If the clubhouse or kitchen cleaning is incomplete as outlined in Section 4 above:
- a. The Janitorial staff shall notify the Kitchen Manager, or Clubhouse Supervisor of incomplete cleaning or unauthorized use of the kitchen (not reserved and then used)
 - b. The Kitchen Manager or Clubhouse Supervisor will notify the Sub-organization (Clubs), Activities, Department, Events, group representative and the Activities Councilor.
 - c. If time permits (before the next scheduled event), the Sub-organization (Clubs), Activities, Department, Event or group representative is responsible for assuring the cleaning is complete as prescribed above and reports back to whomever notified them.
6. The Kitchen Manager and/or Clubhouse Supervisor shall report offenders to the Betmar Owners Board of Directors via the Activities Councilor.
- a. The Board of Directors Betmar Owners, Inc. shall reserve the right for the Activities Councilor to charge reported offenders a refundable cleaning fee for future reservations.
 - b. The Activities Councilor shall use the fee schedule outlined in Policy 102.1 titled, "Member Use and Reservation: Clubhouse 2, Annex, Clubhouse 3 and Apache"
 - c. Such fee will be refunded only if cleaning is complete in accordance with section 4 above and the posted cleaning lists.
 - d. The Board of Directors Betmar Owners, Inc. shall reserve the right to suspend Sub-organization (Clubs), Activities, Department, Event, and group clubhouse use privileges.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
140	Owners Board of Directors	2-15-24		
140	Acres Board of Directors	2-15-24	Original	P & P committee

140: Approved:

Policy and Procedure Chairperson: _____ Date _____

President Betmar Owners Inc. _____ Date _____

Three (3) Year Policy and Procedure Committee Review Date: 2027

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date: 2030

Signed: _____