

**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: 12/19/24

Version 140.1

**SCOPE:** Applies to the Communications Councilor, the Kitchen Manager, the Clubhouse Superintendents, the Properties Councilor, Janitorial Staff and Sub-organizations (Clubs), Activities, Departments and Events and any other Betmar Board approved 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 Betmar Board approved Sub-organization (Clubs), Activities, Department, Event 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 superintendents are volunteers approved by Board of Directors and shall report to the Properties Councilor.
4. The Kitchen Manager and Clubhouse superintendents 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 Communications Councilor by:

- i. Obtaining a “Betmar Clubhouse Reservation Form” from the Betmar Office, ~~from~~ the Betmar website, the Communications office or ~~from~~ the rack display, main entrance, in Clubhouse 2.
      - ii. Returning the form, when completed, to the Communications Councilor via Betmar Office Communications mailbox or Communications Office.
    - b. Once availability is confirmed:
      - i. Communications Department will 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. Communications 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 Superintendent. 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 Superintendent of incomplete cleaning or unauthorized use of the kitchen (not reserved and then used)

- b. The Kitchen Manager or Clubhouse Superintendent will notify the Sub-organization (Clubs), Activities, Department, Events, group representative and the Communications 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 Superintendent 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 Communications Councilor to charge reported offenders a refundable cleaning fee for future reservations.
  - b. The Communications Councilor shall use the fee schedule outlined in Policy 102.3 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
140.1	Owners Board of Directors	12-19-24	Reservations via communications , board approved	P & P committee and BOD
140.1	Acres Board of Directors	12-19-24	Same, states board approved etc, reservation form attached	P & P committee and BOD

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: \_\_\_\_\_

APPROVED

**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 corporations!**

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: \_\_\_\_\_

APPROVED