

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: 03-16-2023

Version 102.1

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

PURPOSE: Establishes policy as to Use and procedures for reserving, paying fees, and cleaning.

POLICY: Common to Clubhouses 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 | \$100.00 | \$150.00 | \$150.00 |
| Annex | \$50.00 | \$150.00 | \$100.00 |
| CH #3 | \$75.00 | N/A | \$50.00 |
| Apache | \$50.00 | 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. If kitchen use is on the request, notify the Kitchen Manager
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 |
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102.1 Approved: 3-16-23

Policy and Procedure Chairperson: _____ Date: _____

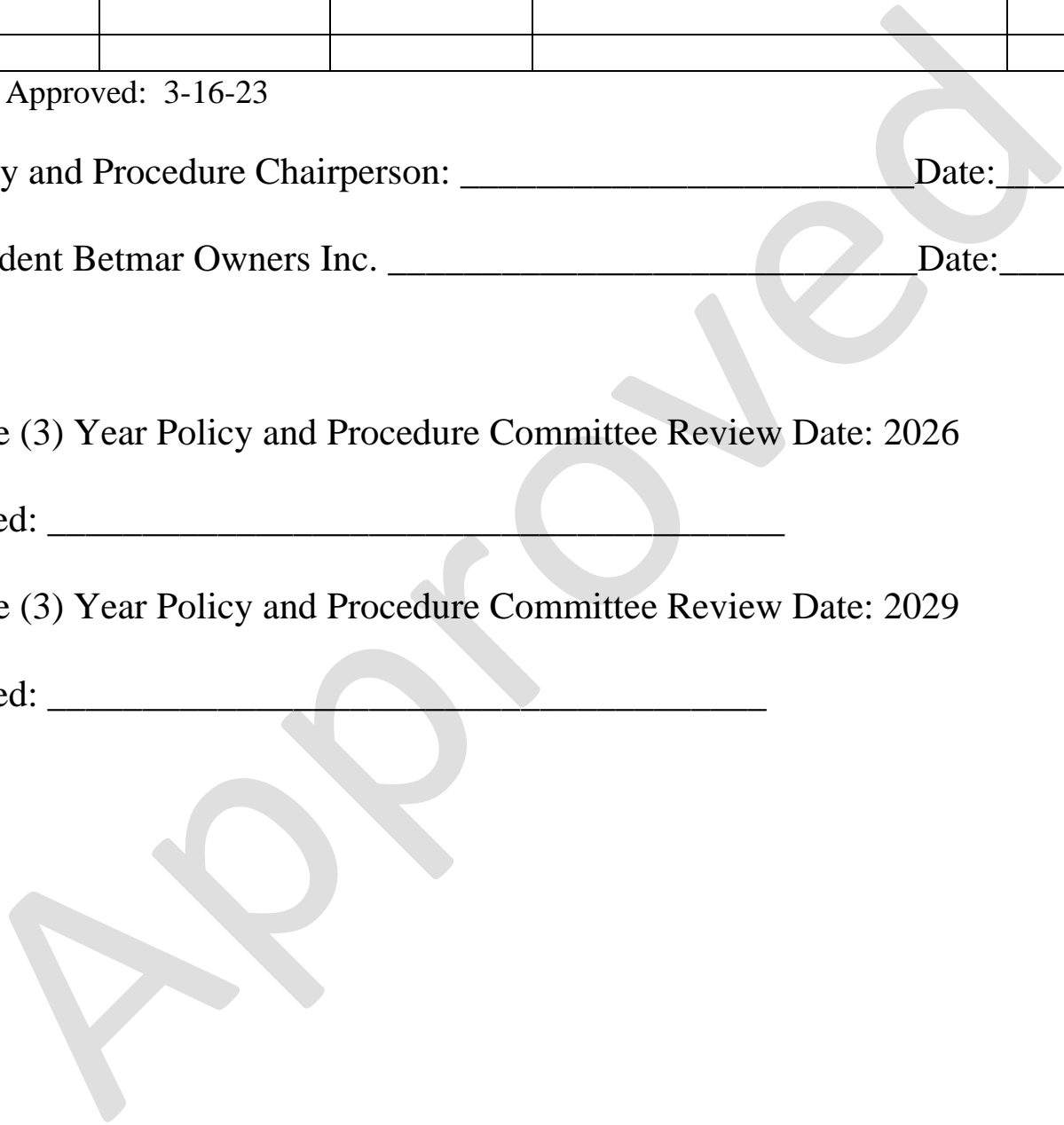
President Betmar Owners Inc. _____ Date: _____

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): <i>User is responsible for their own set up and must return tables and chairs to original configuration as when user arrived.</i> | |
| Kitchen Use. YES. NO <i>User is responsible for contacting Activities Councilor at the end of their event for final walk-through checking cleaning compliance.</i> | |
| The kitchen manager will notify Activities Councilor when completed. | |
| <i>User is responsible for cleaning and contacting the Activities Councilor for final walk-through checking cleaning compliance.</i> | |
| 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