



A Message from the Clubs and Amenities Committee

The Clubs and Amenities Committee (C&A) hopes you had a wonderful holiday season.

We would like to thank everyone for getting this year's club registration forms turned in a timely manner.

With the many events that take place this time of year, C&A would like to remind members that rooms should be reset at the end of each gathering. Tearing down and putting things away is the responsibility of each group at the end of their meeting. Since we have not covered the breakdown of each room in a while, please take a moment to read through how each room should be left after each use.



Living Room: The living room should be set with three sets of furniture (two sofas, two chairs, two end tables, and a coffee table) with seating and end tables

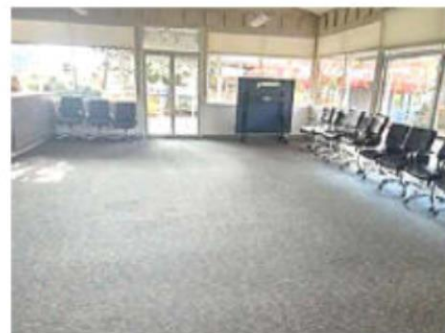
set in a standard arrangement around each coffee table. Any other tables and plants in the room should be put back where they were prior to each event. Art should never be removed from the walls.



Banquet Room: The banquet room should be left with one rectangle table out, adjacent to the piano on the opposite side of the room. Six or seven chairs should be left out, on the carpeted area in the room. All other furniture and supplies should be stored in the appropriate areas.



Meeting Room: The meeting room should be set up with six tables, each with four chairs. A path through the center of the room between both doors. Chairs should be lowered so that they can fit under the meeting tables.



Multi-Purpose Room: The multi-purpose room should be cleared of all furniture. Chairs should line the walls of the room. Card tables should be stacked against the large storage cabinets on the left side of the room. The table tennis tables should be stored in the opposite corner.

We would like to thank you all in advance for your continued use of our facilities and look forward to working together to keep our shared spaces nice and inviting for everyone.