

CR-13 PREREQUISITE

Projects Over \$5,000.00 (Five Thousand Dollars)

Craft / Social Club _____ Current Membership: _____

Last year _____ 2 years ago _____ 3 years ago _____ 4 years ago _____ 5 years ago _____

Shared / Non-Shared Space Recreation Center: Beardsley / Johnson / Kuentz / Palm Ridge

Room _____ Other _____ Reservations: yes / no _____

Average Participants Jan.-March _____ Scheduled Days _____ Hours _____

Average Participants April-June _____ Scheduled Days _____ Hours _____

Average Participants July-Sept. _____ Scheduled Days _____ Hours _____

Average Participants Oct.-Dec. _____ Scheduled Days _____ Hours _____

Club's #1 obstacle: _____ Club has done the following to optimize space & use _____

Finance: Estimated cost _____ Club Contribution _____ Current Balance _____

Does Club have: Association Obligation _____ Reserve Fund _____ Fund Raising _____

Step 1: CR-13 submittal goes to Recreation Activities Manager and then forwarded to Facilities Manager for cost estimates and then returned to the Club President if under 5k. Any quotes above 5K would go back to Recreation Activities Manager to implement the new PREREQUISITE questionnaire.

Step 2: CR-13 resubmittal goes to the Recreation Activities Manager with copies of the Club Membership minutes indicating membership approval for submission and financial obligation.

Step 3: Recreation Activities Manager then forwards the CR-13 and club minutes to the General Manager to proceed with Policy Fa 01 procedures and Project Planning Process.

Club President _____ Dated _____

NOTE: Chartered Clubs capital project requests should be submitted by September 1 and for final review by the November Chartered Clubs Committee meeting for consideration in the following years budget.



REQUEST FOR INTERIOR REMODELING OF EXISTING CLUB QUARTERS

Form CR-13

(Form submitted to the office of the Recreation Activities Manager)

CLUB NAME:	DATE:
CLUB LOCATION:	Contact Person & Phone Number:
Brief description of request: (Note: attach a simple drawing to allow for meaningful review)	
Justification for remodeling: (Note: attach additional sheets of paper if necessary. Clearly indicate the perceived impact if the remodeling is not approved)	
Description of additional equipment needs and estimated item cost to be included as part of the remodeling request:	
Total estimated cost of remodeling: (As determined by the Association Maintenance Manager)	
Club Membership Approval Request: Date of meeting to vote on issue _____ (Note: Attach copy of minutes)	
Club funds available to support remodeling: \$	
_____ PRESIDENT	_____ DATE