

STANDARD OPERATING PROCEDURE FOR FUNCTIONING OF CARD /KITTY ROOM – SANDEEP VIHAR(AWHO) GHS-79

Introduction

1. As decided/discussed during the Collegium meeting held on 22nd Feb 2015, the Management has converted one of the rooms of the club building as CARD ROOM. The room has been furnished with tables, Chairs, Sofa Sets, Peg Tables, 2 Ton Air Conditioner and Curtains at a cost of Rs 2, 05000/- (Rupees two lakhs and five thousands only). The same has since been made available for use by the owners/tenants with effect of May 2015. The renovated room can also be used for small gatherings of up to 25-30 people for the following -

- (a) Kitty parties
- (b) Birthday functions
- (c) Social evenings
- (d) Pre/Post marriage functions
- (e) Any other such party/function

Aim

2. The aim of this SOP is to define the rules with regards to eligibility criteria, memberships, subscription, maintenance/ usage charges and day-to-day functioning of the Card Room.

Membership

3. The membership will be open to the following as per the laid down priorities:-

- (a) Owners and their family members (dependents) living in-side the society complex. - **PRIORITY- I**
- (b) Tenants and their family members living inside the society complex. - **PRIORITY-II**

Note. Membership to the card room will be extended to the DU owners/tenants and their dependents subject to feasibility i.e. no overcrowding and assent of aspiring members for time slot shall be considered subject to the availability criteria etc. decided by the Management.

Subscription for Regular Users

4. The assets fixed in the Card Room need to be maintained/operated and kept up to date at all the times. To meet the recurring expenditure, the membership will be available as follows:

- (a) **Security Deposit.** A security deposit of Rs 3000/- (Rupees three thousand only) will be deposited by each aspirant applicant and in turn he will be issued Membership Card by the society office. This security amount shall carry no interest and will be refunded on withdrawal of membership by the member himself or on its termination by Management.

(b) **Monthly Subscription.** Monthly subscription @ Rs. 400/- (Rupees four hundred only) per month will be payable in advance for Summer Season (1st Apr to 31st Aug _ 5 months) and @ Rs 200/- (Rupees two hundred only) and for winter season (1st Sep to 31st Mar – 7 months sans room-heater) each year. No refund will be allowed for not using the Card Room for any reason, what so ever.

Charges for Casual Users

(a) The charges for social functions/kitty parties will be decided by the Management from time to time on the lines of Booking of Banquet Hall.

Timings of Functioning of the Card Room

5. The card Room shall be open between 10:00 AM to 1:00 PM and thereafter from 2:00 PM to 6:00 PM on regular basis for playing at Cards; and for Kitty, Marriage and Birthday parties, as per the orders from the Management. The Key of the Card Room will remain with a person made responsible for this purpose by the Management. Whenever, the Room is booked for other gatherings/parties, an advance notice will be given by the Management well on time.

Entry to the Card Room

7. The entry to the Card Room will be regulated as following:-

(a) **For Permanent Members.** A register will be maintained in the Card Room, which shall contain the following details:-

Date	Membership No	Name	Time		Sign	Remarks
			In	Out		

(b) **For Parties/Social Functions.** Prior permission in writing will be obtained from the Management as to the date/time of the function, type of function, No. of attendees etc. The permission letter will be handed over to the supervisor/representative of the Management. One copy will be displayed on the Notice Board / inside the Card Room for information of all the members.

Note. The host will be responsible for cleanliness of the Card Room after the function, failing which penalty as decided by the Management will be levied from the host.

Serviceability.

7. The Card Room will be kept neat and tidy by the Management all the times.

Breakage/Misuse.

8. The members host should check all the items/fixtures and also ensure that they are in working condition. Similarly, while leaving the card room, the items should be handed over in the original condition. Cost of replacement or breakage/losses if any will be borne by user/host.

Discipline

9. (a) **Dress Discipline.** The Members attending the function (s) will be required to be appropriately dressed. No entry in bathroom chapels, knickers and shabby clothes will be allowed inside the card room.
- (b) **Noise Control.** The Card Room should not be used as a place to put down rivals by entering into high pitched talks/gossips and barbs etc.
- © **Sound of Music system** during social functions etc. will be within permissible decibels i.e. not more than 70 decibels.

Termination of Membership

10. The membership of the card room will be terminated as follows :-
- (a) Leaving the complex on completion of tenancy/sale of the flat.
- (b) Disciplinary grounds.
- (c) Voluntary basis.

Inventory of the Card Room

11. A list of items held in the Card Room will be permanently displayed inside the card room. The Member/user shall ensure that they are utilized and replaced in working condition.

Conclusion:

12. Gentlemen, it is our own Society and it has been the endeavor of all the Managements to create the required facilities from time to time. It is, therefore, the duty of all of us to ensure its proper use. All the provisions of this SOP are effective for the users from 1st July 2016.

Case File : SOP Card/Kitty Room

Dated : 30th Dec 2016

Sd/ x x x
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