



REQUEST FOR INTERIOR REMODELING UNDER \$5,000

Form CR-13

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Club Name:		Location:	
President:	Phone:	Date:	

Brief description of request: (Note: attach a simple drawing to show 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 equip. needs and estimated item cost to be included as part of the remodeling request:

Total estimated cost of remodeling per Facility Maintenance: _____ Initial: _____

Membership approval date: _____ (minutes attached) Funds approved: _____

Club President Signature

Date

- | | |
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| Step 1: | CR-13 submittal goes to Recreation Manager and then forwarded to Facilities Manager for cost estimates and then returned to the Club President. |
| Step 2: | Club President presents cost estimate to Board. Board recommends to the Club Membership to abandon request, approve project as submitted or proceed with submission of CR-13a (submittal required for projects over 5K) . CR-13a is submitted to the Recreation Manager with copies of the Club Membership minutes indicating membership approval for submission and financial obligation. |
| Step 3: | Recreation Manager then forwards the CR-13a and club minutes to the General Manager to proceed with Policy FA 01 procedures and Project Planning Process. |