

## 2006-2007 FLSC RESERVATIONS POLICY

FLSC functions will be held the 2<sup>nd</sup> Wednesday of the month, or as published in *The Sunflower*.

Menus, prices, and reservation information will be published on our website and in *The Sunflower*.

All Reservations will be made by calling (913) 651-9454, emailing reservations@flsc.us, or by signing up at any FLSC function.

The deadline for all reservations or cancellations will be 1200 hours the Friday before the event.

All reservations and cancellations will be confirmed by an email from the Reservations Chair to the Member, provided an email address for the attending member is available.

Cancellations made after the deadline will be charged the price of the luncheon, as The Club is responsible for paying for the amount of meals ordered.

In the event that the Member has an unexpected emergency the morning of the luncheon, the member is requested to call Reservations to notify them of their cancellation. The Member will be placed on a Cancellation List. If another member attends the luncheon that day without a reservation, no payment will be necessary by the canceling Member. If there are no walk-ins the day of the luncheon, the canceling Member will still be billed for the luncheon.

If a Member would like to attend every FLSC function, but does not want to call in a reservation each month, the Member may make a Permanent Reservation. Permanent Reservations may be made any time by contacting the Reservations Chair.

A cancellation of a Member's Permanent Reservation must be made by the deadline, or the Member will be charged for the event.

Members may remove themselves from the Permanent Reservation List by contacting the Reservation Chair at any time.

All payments will be made the day of the event, in cash or by check, payable to FLSC. No charges will be accepted under any circumstance.

In the event that a monthly function is cancelled and subsequently rescheduled by FLSC, all reservations will be cancelled, and it will be necessary for Members to place new reservations for the new date. The exception to this would only be Permanent Reservation holders. Note: Luncheons are cancelled due to weather according to the Fort Leavenworth and Leavenworth school districts closures, not necessarily Lansing school closures.

Members in good standing may bring a one time guest at the additional cost of \$10. Reservations are required prior to the current month's deadline for both the Member and their guest.

Infants in carriers under 6 months are welcome, otherwise childcare is the responsibility of the individual Members.