

Reservation Policy for Shared Facilities

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to provide you with the reservation policy for our shared facilities. It is our goal to ensure that all tenants have fair and equitable access to these amenities. Please review the following guidelines carefully:

1. Facilities Available for Reservation

- Community Room
- Swimming Pool
- Gym
- BBQ Area

2. Reservation Process

To reserve a facility, please follow these steps:

1. Fill out the reservation form available at the management office or online.
2. Submit the form at least [Insert Number] days in advance.
3. Wait for confirmation from the management team.

3. Terms and Conditions

Please adhere to the following terms:

- Reservations are on a first-come, first-served basis.
- A maximum of [Insert Number] hours is allowed for each booking.
- All users must clean up after use and return the area to its original state.
- Failure to comply with these policies may result in loss of reservation privileges.

If you have further questions regarding the reservation policy, please do not hesitate to contact the management office.

Thank you for your collaboration!

Sincerely,

[Your Name]

[Your Position]

[Property Name]

[Contact Information]