

Communal Area Usage Policies

Date: [Insert Date]

To: All Residents

Dear Residents,

We are committed to maintaining a clean and safe environment for everyone in our community. To ensure the appropriate use of communal areas, please adhere to the following policies:

Usage Guidelines

- All communal areas must be kept clean and free of personal belongings.
- Noise levels should be kept to a minimum to respect the peace of other residents.
- Proper waste disposal is mandatory, including recycling where applicable.
- Pets are not allowed in communal areas unless specified.

Reservation Policy

For events requiring the use of communal areas, please submit a reservation request to [Insert Contact Information] at least 2 weeks in advance.

Consequences

Failure to comply with these policies may result in restrictions on access to communal areas.

We appreciate your cooperation in making our community a pleasant place to live.

Sincerely,

[Your Name]

[Your Title]

[Community Name or Management Company]