

# Guidelines for Use of Communal Spaces

Date: [Insert Date]

To: Residents and Occupants

Dear Residents,

We are committed to maintaining a harmonious and enjoyable living environment for everyone. To ensure that our communal spaces are used appropriately, we have established the following guidelines:

## General Guidelines

- Please keep communal areas clean and tidy at all times.
- Respect the privacy and quiet of fellow residents.
- Avoid reserving spaces for personal use; they are for everyone's enjoyment.

## Specific Areas

### Kitchen

- Clean up after using the kitchen facilities.
- Label any personal food items in the refrigerator.

### Lounge

- Limit food and drink to designated areas.
- Report any damage or maintenance needs to management immediately.

## Events and Gatherings

- Advance booking is required for events in shared spaces.
- Noise levels must be kept to a minimum after designated hours.

We appreciate your cooperation in following these guidelines. Collectively, we can create a welcoming and respectful community.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]