

Shared Space Reservation Policy

Dear [Tenant's Name],

We are pleased to provide you with our policy regarding the reservation of shared spaces within [Building/Complex Name]. Please review the following guidelines to ensure a smooth and efficient process:

1. Reservation Process

To reserve a shared space, tenants must submit a reservation request at least [X days] in advance through [reservation platform or contact person].

2. Available Spaces

The following shared spaces are available for reservation: [List of spaces].

3. Duration of Use

Each reservation is limited to [X hours/days]. Tenants must adhere to their scheduled time and vacate the space to allow other tenants access.

4. Cancellation Policy

If a reservation needs to be canceled, tenants must notify [contact person/platform] at least [X hours/days] in advance.

5. Conduct and Cleanliness

Tenants are expected to leave shared spaces clean and in good condition. Any damages incurred during use will be the responsibility of the reserving tenant.

We appreciate your cooperation in following these guidelines to enhance our community living experience. If you have any questions or concerns, please do not hesitate to reach out.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Building/Complex Name]