

# Tenant Clubroom Access Terms

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

## Subject: Clubroom Access Terms

Dear [Tenant's Name],

We are pleased to inform you about the terms and conditions regarding your access to the clubroom located at [Property Address]. Please review the following guidelines:

- Access is available daily from [Start Time] to [End Time].
- All tenants must sign in and out using the provided logbook.
- Respect shared spaces and clean up after use.
- Noise levels must be kept to a minimum.
- No outside guests are permitted unless prior approval is obtained.
- Any damage or incidents should be reported immediately.

By using the clubroom facilities, you agree to abide by these terms. We appreciate your cooperation in maintaining a pleasant environment for all tenants.

If you have any questions or need further clarification, please feel free to contact us.

Thank you for your attention to these important guidelines.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]