

Tenant Clubroom Reservation Cancellation Policy

Dear Residents,

We understand that plans can change, and we want to make the cancellation process for clubroom reservations as smooth as possible. Please review our cancellation policy below:

Cancellation Policy

- Reservations must be cancelled at least 48 hours in advance to avoid any cancellation fees.
- Cancellations made within 48 hours of the reservation date will incur a fee of 25% of the reservation cost.
- No-shows will be charged the full reservation amount.

How to Cancel

To cancel your reservation, please contact the management office via email at management@example.com or call us at (123) 456-7890.

We appreciate your cooperation and understanding in adhering to this policy.

Sincerely,
Management Team