

Tenant Clubroom Reservation Guidelines

Dear Residents,

We are pleased to offer the clubroom for tenant use. Please review the following guidelines for reserving the clubroom:

Reservation Process

- Reservations must be made at least two weeks in advance.
- To reserve the clubroom, complete the reservation form available at the leasing office.
- All reservations are subject to availability.

Usage Policies

- The clubroom is available for tenant events and gatherings only.
- Maximum occupancy is 50 people.
- Noise levels must be kept at a reasonable volume to respect other residents.

Cleaning and Damage

- Please leave the clubroom in the condition it was found.
- Any damages incurred during the reservation must be reported immediately.

Final Notes

We hope you enjoy using the clubroom for your events. For any questions, please contact the leasing office.

Sincerely,

Your Property Management Team