

Tenant Clubroom Scheduling Instructions

Dear Residents,

We are delighted to provide you with the opportunity to schedule the clubroom for your gatherings and events. Below are the instructions to help you reserve the space:

Scheduling Process

1. Check the availability of the clubroom on the shared calendar located in the lobby or online at [insert link to calendar].
2. Fill out the clubroom reservation form available at the management office or download it from [insert link to form].
3. Submit your completed form to the management office at least 48 hours before your event.
4. You will receive a confirmation email once your reservation is approved.

Guidelines for Use

- The clubroom can be reserved for a maximum of 4 hours at a time.
- Please clean up after your event and return the space to its original condition.
- Noise levels must remain respectful to other residents.

If you have any questions, feel free to contact the management office at [insert contact information].

Thank you for your cooperation and enjoy your time in the clubroom!

Sincerely,
[Your Management Team]