

Tenant Clubroom Usage Policy

Date: [Insert Date]

Dear Residents,

We are pleased to provide access to the clubroom for the enjoyment of all tenants. In order to ensure a pleasant experience for everyone, please adhere to the following policies:

Usage Guidelines

- The clubroom is available to residents from [Insert Hours].
- All reservations must be made in advance through [Contact Information].
- Maximum capacity is [Insert Number] persons at a time.
- Keep the clubroom clean and return furniture to its original arrangement.
- Noise levels should be kept to a minimum to respect neighboring residents.

Reservation Procedure

1. Submit a reservation request at least [Insert Timeframe] in advance.
2. Include the date, time, and purpose of the gathering.
3. Wait for confirmation via email or phone.

Responsibility

Tenants are responsible for their guests and any damage that occurs during the usage of the clubroom.

Failure to Comply

Failure to follow these guidelines may result in a loss of clubroom privileges.

Thank you for your cooperation. We hope you enjoy the clubroom!

Sincerely,

[Your Management Team]