

Instructions for Booking Communal Areas

Dear Residents,

We are pleased to announce that our communal areas are available for booking. Please follow the instructions below to secure your reservation:

Booking Process

1. **Check Availability:** Refer to the community calendar to see the availability of the desired area.
2. **Complete the Booking Form:** Fill out the communal area booking form available at the community office or on our website.
3. **Submit Your Request:** Email the completed form to community@example.com or drop it off at the office.
4. **Await Confirmation:** You will receive a confirmation email within 48 hours of your request.

Rules and Regulations

- Booking is available for residents only.
- Areas must be left clean and tidy after use.
- Noise levels should be kept to a minimum to respect other residents.
- Any damage caused during the booking will be the responsibility of the resident.

If you have any questions or need assistance, please do not hesitate to contact the community office.

Thank you for your cooperation!

Sincerely,
The Community Management