

Reservation Criteria for Multifunctional Space

Date: [Insert Date]

To Whom It May Concern,

Purpose of Reservation

All reservations should clearly state the purpose of use, including but not limited to:

- Corporate Events
- Workshops
- Social Gatherings
- Community Meetings

Reservation Process

1. Complete the reservation application form.
2. Submit the form at least [Insert Timeframe] before the event.
3. Receive confirmation of your reservation.

Fees and Payment

Reservation fees are based on the duration and type of event. Payments are due at the time of confirmation.

Cancellation Policy

All cancellations must be submitted in writing at least [Insert Timeframe] before the event for a full refund.

Additional Guidelines

For the benefit of all users, please adhere to the following:

- No smoking in the facility.
- Respect allocated time slots to ensure smooth transitions between events.
- Cleanup after use is mandatory.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]