

Neighborhood Space Booking Standards

Date: _____

To: [Resident's Name]

Address: [Resident's Address]

Subject: Booking Standards for Neighborhood Space

Dear [Resident's Name],

We are pleased to provide you with the booking standards for the neighborhood space. Kindly adhere to the following guidelines:

Booking Requirements:

- Reservations must be made at least [X days] in advance.
- All bookings are subject to availability.
- Each booking is limited to a maximum of [X hours].

Usage Guidelines:

- Respect the neighbors' privacy and maintain noise levels.
- Leave the space clean and tidy after use.
- Report any damages or maintenance issues immediately.

Cancellation Policy:

- Cancellations must be made [X days] before the booking date.
- Failure to cancel may result in a [penalty/fee].

We appreciate your cooperation in following these standards to ensure a pleasant experience for all residents.

Best regards,

[Your Name]

[Your Position]

[Neighborhood Association Name]