

# Clubhouse Reservation Policy and Guidelines

To: All Residents/Members

From: Management/Board of Directors

Date: [Insert Date]

Subject: New Clubhouse Reservation Procedures

Dear Residents,

To ensure that our community clubhouse remains a clean, safe, and enjoyable space for everyone, we are implementing the following reservation policy and guidelines effective [Insert Effective Date].

## 1. Reservation Process

- Reservations must be made at least [Insert Number] days in advance.
- To book, please contact [Insert Name/Office] at [Insert Phone/Email].
- Bookings are on a first-come, first-served basis.

## 2. Fees and Deposits

- **Rental Fee:** A non-refundable fee of \$[0.00] is required to secure the date.
- **Security Deposit:** A refundable deposit of \$[0.00] is required. This will be returned within [Number] days provided there is no damage or extra cleaning required.

## 3. Usage Rules

- **Capacity:** The maximum occupancy is [Insert Number] people.
- **Hours:** Events must conclude by [Insert Time] on weekdays and [Insert Time] on weekends.
- **Noise:** Music and noise levels must be kept within reasonable limits to avoid disturbing neighbors.
- **Prohibited Items:** No smoking, [Insert other restrictions, e.g., glitter, open flames] are allowed inside the facility.

## 4. Cleaning and Damages

- The resident is responsible for removing all trash and placing it in the designated bins.
- All surfaces must be wiped down and the floor swept.

- Any damage to the property or furniture will be deducted from the security deposit. If damages exceed the deposit, the resident will be billed for the balance.

By reserving the clubhouse, you agree to abide by all the terms listed above. Failure to comply may result in the loss of future reservation privileges.

Thank you for your cooperation in keeping our community amenities in excellent condition.

Sincerely,

[Your Name/Title]

[Community Name]