

Date: [Date]

To: All Residents/Tenants

Subject: Rooftop Terrace Access and Safety Guidelines

Dear Residents,

We are pleased to provide access to the rooftop terrace for your enjoyment. To ensure the safety and comfort of everyone in the building, please adhere to the following guidelines:

- **Hours of Operation:** The terrace is open daily from [Start Time] to [End Time].
- **Supervision:** Children under the age of [Age] must be accompanied by an adult at all times.
- **Capacity:** The maximum occupancy for the terrace is [Number] people. Please do not exceed this limit.
- **Prohibited Items:** Glass containers, smoking, and flammable materials (including grills) are strictly prohibited.
- **Furniture:** Please do not move fixed furniture or climb on railings and perimeter walls.
- **Noise:** Keep noise levels respectful of other residents. No loud music or shouting after [Time].
- **Cleanliness:** Please dispose of all trash in the provided bins and leave the area as clean as you found it.
- **Weather:** The terrace will be closed during inclement weather, including high winds, heavy rain, or snow.

Failure to follow these rules may result in the temporary or permanent loss of terrace privileges. Safety is our priority, and we appreciate your cooperation in keeping this space enjoyable for everyone.

If you notice any maintenance issues or safety hazards, please report them to management immediately.

Sincerely,

[Your Name/Management Name]

[Property Name]

[Contact Information]