

Woodlands Clubhouse Room Reservation Guidelines

- Room reservations can only be made by Woodlands residents.
- Only residents may attend - no guests are permitted at this time.
- Reservations may not be made for religious or political events.
- Sun Room capacity is limited to twelve people.
- Yoga Room capacity is limited to six people.
- Reservations must not conflict with Events scheduled in the Clubhouse Great Room (see Events Calendar for information).
- Sun Room may be reserved Mon-Fri between 10 am and 4 pm for up to two hours.
- Yoga Room may be reserved for up to 90 minutes.
- Reservation requests must be made 30 days in advance.
- Homeowners may not make more than 1 reservation per month.
- Drinks (other than water) must be in closed top containers.
- Food is not permitted.
- Furniture is not to be moved.
- Keep the room neat and clean. Return it to its original state.
- Facilities will provide up to six folding chairs if needed (request to be emailed to Facilities@woodlands55.org one week in advance of the reservation). In addition, prior to use a waiver must be on file with Danella management.
- Resident making the reservation is responsible for ensuring clean-up after room usage.
- Report any damage immediately to Danella Management. Damage will be assessed by Management and may result in fee assessment or loss and/or loss of reservation privileges.

Woodlands Clubhouse Room Reservation Request

* Indicates required question

Date Submitted*

Date

Room Requested (Yoga or Sunroom)*

Your answer

Location / Home address*

Your answer

Requested by (please include phone number, email optional)*

Your answer

Short Description of Activity*

Your answer

Number of Homeowners* (not to exceed room capacity – see guidelines)

Your answer

Number of Folding Chairs Requested* (not to exceed room capacity – see guidelines)

Your answer

Details of Dates and Times* (If this is a recurring activity include the duration Start and End Dates – see guidelines)

Your answer

Are there conflicts with the current Events Schedule? (Yes/No)

Provide Dates/Times of Conflicts

Once the form is complete, you will need to send via email to Danella Management for review and approval. By doing so, you acknowledge that you have read and agree to comply with the Guidelines as stated above.

Email completed form to:

sreeves@danellarealty.com and

jcauley@danellarealty.com