

## Village Stacks Community room

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From: T SEPANSKI (tsepanski@bellsouth.net)

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*The clubhouse/community room at Village Stacks is available for all residents to use. To make sure things go smoothly, there are some ground rules for use. Joe Magraw in townhome #5 is assisting with keeping things organized and will be sending out a shared Google calendar called "Village Stacks Common Area Reservations"*

*2 basic rules are that (1) everyone will need to use the calendar to check for availability and sign up to use. (2) Make sure to clean up the facility quickly after use so that the next person to use will have a neat and clean room to use and will not have to clean up a mess before using. The calendar and sign up will keep things organized, and clean up will always remain the responsibility of each resident that may use the facility.*

*Once you receive the calendar from Joe, reservations and use will be governed as follows:*

- If you would like to use the clubhouse and/or patio, please double check the shared Village Stacks Common Area Reservations calendar to ensure no one has already reserved it for that time.*
- Assuming no one else has already has a reservation at that time, add your reservation/event to the shared calendar.*
- When you've added your reservation in the calendar, please also drop a quick FYI message in the community's Slack channel for easy double awareness.*
- Reservations can be made for both the clubhouse and the patio or just one of them. If the clubhouse or patio isn't specifically mentioned, then the reservation should be assumed to be for both.*
- Reservations for planned events should be made in advance. Last minute reservations are fine as long as you check the calendar first and if not already reserved or in use, sign yourself up to record of your use.*
- Last minute use for the clubhouse and/or patio is okay, just as long as you do not overlap or conflict with an existing reservation.*
- Don't forget to do the FYI message noted above in the community's Slack Channel.*

Tom Sepanski  
678/423-6406  
tsepanski@bellsouth.net