

# COMMUNITY ROOM GUIDELINES



## PLEASE READ THE FOLLOWING GUIDELINES:

**Signing In:** All non-members utilizing the Community Room must sign in at the front desk. Members will be asked to show their Four Seasons membership card.

**Reserver:** The member reserving the room should arrive a few minutes early to direct their guests where to go and sign in. The adult member (18+) who reserves the room must be present throughout the entire meeting time.

**Fee:** Room rental is free.

**Food & Beverages:** There is a juice bar where items are available for purchase. Outside food and beverages (excluding alcohol) may be brought in as well.

**Capacity:** The room has seating capacity for 18-25 people.

**Non-members:** The use of the facility and exercise equipment (including childcare) is not included in the room rental. Non-members should inquire with the Member Experience Specialist or Supervisor on Duty for a tour of the facility if interest in a club membership.

**Amenities:** Free Wi-Fi, marker board, flip chart, projector hookup capabilities, screen, refrigerator and sink are available. A computer is not provided.

**Smoking:** Four Seasons is a smoke-free campus. We ask that those who smoke to do so in their vehicles in the parking lot.

**Timeliness:** We ask that you please end your meeting on time.

**Clean-up:** Please restore the room to its original condition after your meeting, so it is ready for the next group. Garbage cans are available in the room.

IF YOU HAVE FURTHER QUESTIONS ABOUT THE COMMUNITY ROOM, PLEASE CALL US AT 661-8611.

[4seasons-club.com](http://4seasons-club.com)