

## How to Reserve a Meeting Room in the Clubhouse

1. Check the On-Line Calendar for date and availability. Try not to schedule your meeting when it will conflict with other meetings being held concurrently.
2. Determine the size of the room you need. If you need privacy, the Card Room may be available, but space is limited.
3. Once you decide, contact Rob Hendershot for scheduling. He will need the following:
  - Your name & phone number
  - Which room or area are you wanting to reserve
  - When do you want to use the room
  - How long will you need the room (day, week, month, forever)
  - What you are reserving the room for
  - Will there be a cost and how much
  - If there is a sponsor, do you want that information stated
  - Do you need a microphone
  - Do you need anything else
  - A description of the event
  - You are responsible for coordinating any special equipment and room setup before the meeting
  - Please leave the area as you found it.

Here is the contact information for Rob:

Email: [calendar@timbervalley.skp.com](mailto:calendar@timbervalley.skp.com)

Rob does not use Text Messaging

If you need to cancel a meeting, please include what the event is and when it is scheduled in your email to Rob.