

How to Reserve Space in the Clubhouse

1. Check the Online Calendar for date and availability. Do not schedule your event when it will conflict with another event already on the calendar.
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, submit the following information to calendar@timbervalleysskp.com:
 - a. Your name & phone number
 - b. Which space do you want to reserve?
 - c. When do you want to use the space?
 - d. How long will you need the space (day, week, month, forever)
 - e. What you are reserving the space for
 - f. Will there be a cost and how much?
 - g. Do you need microphones? If so, how many
 - h. A description of the event
 - i. Do you need anything else?

IMPORTANT NOTES:

1. You are responsible for coordinating any special equipment and setup before the event. You are likewise responsible for cleaning up and leaving the area as you found it.
2. If you need to cancel or modify an event, email calendar@timbervalleysskp.com and include all the necessary information.
3. Please allow reasonable time for the Calendar Team to add, cancel, or modify your event. At least one day before the event, if not more.