# **HOW TO RESERVE YOUR COMMUNITY CENTER**

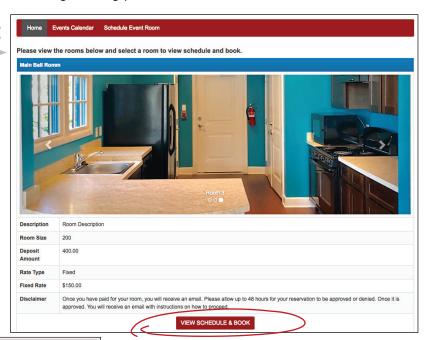
Your community is meant to be enjoyed; a place where celebrations happen and connections grow every day. Your Board of Directors establish the guidelines for use, but here are the general procedures for making reservations for your community center, event room or other gathering place.

### RESERVATIONS HOME PAGE

- Go to www.blackstoneAM.com
- · Click "My Blackstone"
- · Select "Reservations" tab.

### PLEASE NOTE:

Your reservations web page may have a different appearance than what is pictured here with custom costs, availablity and details. Blackstone Management's Reservations Services are entirely unique to each community and the amenities available.



Click "VIEW SCHEDULE & BOOK" to access the calendar. Select the date

and complete the reservation request.

Your Reservations portal is totally customized, based on the guidelines your directors establish. The calendar displays up-to-date bookings so there's no question about the availability of a certain amenity or space.

The online form is clear and easy to use. All features are optimized to view perfectly from desktop to mobile.

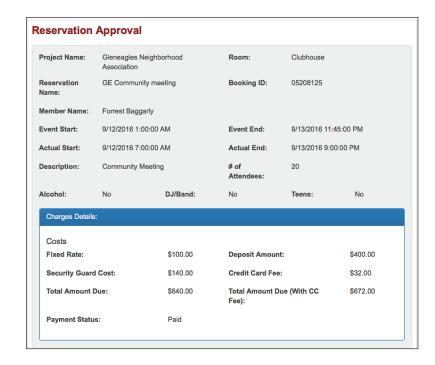
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- After submitting your reservation request, you will receive an email to let you know it was received.
- Your request will remain pending upon approval. Approval, denial or a request for more information may take extra time, based on your community's rental space guidelines.
- If approved, you will receive an email with payment instructions and link.
  - Pay directly via credit card (this option will incur a small convenience fee for processing).
  - Pay via check at Blackstone Management offices or through the US mail. ★

#### **IMPORTANT!**

Payment MUST be received within 7 days of your approval notice. Otherwise, your reservation will be automatically CANCELLED and your requested time will reopened for others.

\* For this reason, payment through standard US Mail is NOT recommended.



- Following payment, you will receive a final confirmation via email. Blackstone Management will provide written rules for use of the space and information about additional coordination details.
- TWO DAYS before your event date, you will receive instructions for picking up keys and other details pertaining to your rental.