

# 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](http://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, availability and details. Blackstone Management's Reservations Services are entirely unique to each community and the amenities available.

Home Events Calendar Schedule Event Room

Please view the rooms below and select a room to view schedule and book.

**Main Ball Room**

Room 3

Description	Room Description
Room Size	200
Deposit Amount	400.00
Rate Type	Fixed
Fixed Rate	\$150.00
Disclaimer	Once you have paid for your room, you will receive an email. Please allow up to 48 hours for your reservation to be approved or denied. Once it is approved, you will receive an email with instructions on how to proceed.

[VIEW SCHEDULE & BOOK](#)

Home Events Calendar Schedule Event Room

EVENTS CALENDAR

Please double-click on any event to view more details.

Day Week Month April 2019 Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

• 07:00 PM Board Meeting

- 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.

20 Apr 2019 - New Reservation

Room Name: Main Ball Room

Reservation Name: [Text Box]

Description: [Text Box]

☐ Full day

Actual Start Time: [Dropdown]

Actual End Time: [Dropdown]

Association Member Name: [Text Box]

Association Member Address: [Text Box]

Day Time Phone: [Text Box]

Evening Phone: [Text Box]

Email Address: [Text Box]

Number of Attendees: [Text Box]

Will there be a DJ or Band? ☐ Yes ☐ No

Is Alcohol Served? ☐ Yes ☐ No

Are Majority Teens? ☐ Yes ☐ No

Security Hours Required: [Text Box]

Will security be needed for this event? If there will be a DJ, Band, Alcohol or a majority of teens, security is required. How many hours of security are needed? The minimum number of hours is 4.

Signature: [Text Box]

Rental Terms: [Click here for Rental Terms & Conditions](#)  
I have read and understand the rental terms and agreement.

Agree to Rental Terms: ☐

Refund Terms: I agree that when refund is issued, it will be issued to Association Member only, no exceptions will be made.

Agree to Refund Terms: ☐

Disclaimer: Once you have paid for your room, you will receive an email. Please allow up to 48 hours for your reservation to be approved or denied. Once it is approved, you will receive an email with instructions on how to proceed.

[Save](#) [Cancel](#) [Delete](#)

# HOW TO RESERVE YOUR COMMUNITY CENTER

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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 be reopened for others.

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

### Reservation Approval

Project Name:	Gleneagles Neighborhood Association	Room:	Clubhouse		
Reservation Name:	GE Community meeting	Booking ID:	05208125		
Member Name:	Forrest Baggarly				
Event Start:	9/12/2016 1:00:00 AM	Event End:	9/13/2016 11:45:00 PM		
Actual Start:	9/12/2016 7:00:00 AM	Actual End:	9/13/2016 9:00:00 PM		
Description:	Community Meeting	# of Attendees:	20		
Alcohol:	No	DJ/Band:	No	Teens:	No

#### Charges Details:

Costs			
Fixed Rate:	\$100.00	Deposit Amount:	\$400.00
Security Guard Cost:	\$140.00	Credit Card Fee:	\$32.00
Total Amount Due:	\$640.00	Total Amount Due (With CC Fee):	\$672.00
Payment Status:	Paid		

- 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.