



*COMMONS AREA
RESERVATION PROCEDURE*

The Balcones Woods Commons Area is for the use of Balcones Woods residents and their guests.

All reservations will be managed and collected by the Commons Area Reservations committee. Only members in good standing with Balcones Woods Club, Inc. are allowed to make reservations.

You may email your request, questions and or concerns to.
reservations@balconeswoods.org

To check for availability, visit the reservations online calendar.
http://calendar.yahoo.com/bw_commons_area

Reservation form with deposit and fee information.
http://www.balconeswoods.org/bwc/forms/CommonsAreaReservation_Form.pdf

To reserve the clubhouse, pool or both; The reservation form must be submitted with deposit and fee to the Commons Area Reservations Committee. You may drop the reservation forms in the reservations lock box outside of the clubhouse room or mail to:

Balcones Woods Club, Inc
11204 Alhambra Drive
Austin, TX 78759
Attn: Reservations

Responsibilities for reserving the Clubhouse:

All residents reserving the clubhouse will have 30 minutes prior to the reservation time for setup and 30 minutes after the two hour period for clean-up. Each reservation is responsible for cleaning up the Clubhouse after the event. A checklist will be provided to all members with reservations. The checklist must be signed and turned in after the event to mailing address or reservations lock box.

Clean-up includes: wiping down all surfaces, removing all food from refrigerator, freezer and microwave; removing all garbage from the premises; returning all tables and chairs to their original locations; sweep and mop floors; lock and secure all windows and doors; all faucets are turned off; adjust heat down to 60 or air up to 85.

General Clubhouse Requests:

No smoking; No Glass; No tape or tacking decorations to walls, ceiling or windows.

Deposits will be forfeited if proper clean-up is not completed as per checklist posted and/or capacity exceeds fire code limits of 50 occupants.