

Steps to reserve Clubhouse

Written by Administrator

Tuesday, 10 October 2017 15:16 - Last Updated Wednesday, 04 September 2019 06:52



A thank you and shout out to our new Clubhouse Chairperson, Sarah Everhart.

Thank you Sarah!

In order to reserve the clubhouse please review the LVH calendar by logging into the LVH member area and clicking on "Calendar" in the left hand menu items.

Once you have confirmed via the LVH calendar that your date(s) are available, please click on the following link and complete the online reservation form. <https://goo.gl/forms/Hzinrl7CLfHdRDpu1>

Once the reservation form is completed, please email your certificate of insurance to everhartfoto@gmail.com.

Please remember to first check the on-line calendar AND submit the on-line form for a clubhouse reservation request. Sarah Everhart

916 969 7996

everhartfoto@gmail.com

To recap:

Step 1= Log in using our community userid: **resident** and our community password.
(If you don't know our community password, please ask a neighbor or email

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webmaster@lakeviewhills.org) Step 2= Click the calendar icon on the left hand side of the page.

Step 3= Navigate to the date you are requesting and see if it is booked. If available proceed to Step 4
Step 4= Fill out the online reservation form by clicking the following link <https://goo.gl/forms/Hzinrl7CLfHdRDpu1>

Once the form is submitted, the Clubhouse Chairperson will send you an email once the reservation is entered onto the calendar (usually within 3-5 days from when you submit the reservation form).