

# MISSION SAN MIGUEL CLUBHOUSE RESERVATIONS

Mission San Miguel Owners,

Scheduling of the Mission San Miguel Clubhouse is initiated from our website [www.SanMiguelNeighborhood.com](http://www.SanMiguelNeighborhood.com). The scheduling tool is available only after you log into the MSM Members Portal, thus the Calendar can only be viewed by registered members.

## Steps for Reserving the Clubhouse

1. Log into the MSM Members Portal
2. Submit the Reservation Form (online)
3. Print, fill out, sign and deliver the Exclusive Event Application
4. Receive acknowledgement of the approved reservation

### 1. Log into the MSM Members Portal

Upon selection of MSM Members Portal, the “Sign up” page will appear. If you have already registered, then click on “log in” at the bottom of the page, otherwise initiate registration by providing your email and choosing a password. Please allow one business day for registration approval.

### 2. Submit the Reservation Form (online)

Within the MSM Members Portal, select the Clubhouse Calendar & Reservations. Use the calendar to verify that the clubhouse is available for the date and time of your event.

Complete the Clubhouse Reservation Form and select Submit Booking Form. This will generate an email to you and to the clubhouse coordinator, who may then reply in an email acknowledging receipt of the request and asking you to complete the next step.

### 3. Print, fill out, sign and deliver the Exclusive Event Application

The Exclusive Event Application can be found in the Documents portion of the MSM Members Portal. Print the six-page application and fill in the information for your event. Read the Statement of Agreement, then sign and initial the agreement. Place the completed application and a check for \$100 in the HOA mailbox at 1230 Archangel Way.

### 4. Receive acknowledgement of the approved reservation

Upon receipt of the Exclusive Event Application, the clubhouse coordinator will:

- verify that the date/time of your event is still available,
- verify that you are not delinquent on your HOA annual dues,
- provide your \$100 check to the HOA treasurer for deposit,
- confirm your event by placing it on the website calendar, and
- provide an email to you that your event has been approved.

The Calendar tool can also be used to schedule community events that may occur someplace other than the Community Center. The **Subject** or **Event Description** should indicate the alternate location.

Sincerely: J Scot Tweedie  
Email: [we6tweeds@embarqmail.com](mailto:we6tweeds@embarqmail.com)  
Cell: 274-6851  
Visit: 9611 La Concepcion Dr