



Amenity Setup Form:

Fill out this form when you want to allow owners to reserve space for a particular amenity or onsite equipment, etc. This reservation can be set up to accept any reservation fees or security deposits at the time of the reservation. Send the completed form and any photos of the amenity that you want to include to support@barkanco.com.

Amenity Name:

Is the Amenity currently set up as a Common Area element within CINC?: Yes No

If no, check this box to have it set as a Common Area element providing the physical address below:

Amenity Address:

Amenity Description (what owners will see on the reservation page):

Can multiple owners reserve or share the amenity at one time? Yes No

Do you require any notes from the homeowner with details not found in this form? Yes No

If yes, list any required information you need from the owner:

Default notifications will be sent to the Manager and Assistant Manager. Please list any additional email addresses to receive reservation notices:

Note the hours of availability below (ex. 8:00am-11:00pm):

Sunday:	all day
Monday:	all day
Tuesday:	all day
Wednesday:	all day
Thursday:	all day
Friday:	all day
Saturday:	all day
Holidays:	all day



How early can owners make a reservation (ex. 12 months prior to the event date)?

Minimum notice required (ex. 24 hours prior to the event date):

Reservation cancellation window (hours prior to event it can be cancelled):

Capacity:

Number of guests allowed in the space:

Minimum reservation time: _____Hours_____Minutes

Max reservation time: _____Hours_____Minutes

Max number of hours per week per owner:

Are there any separate spaces within the amenity that should be created (ex. Deck space or pool table)? Yes No

If yes, list each space below:

Space: Max spaces per owner:

Space: Max spaces per owner:

Space: Max spaces per owner:

Approval:

Can the amenity be auto approved or does it require review and approval?

Auto Approval

Manual Approval

Is there a fee associated with the reservation? Yes No

What is the hourly rate? What GL is associated with reservations?

(Owners will be prompted to pay at the time of the reservation. Security deposits will be refunded after the event.)

Any Disclosure Agreement to be included?	Yes	No

If yes, list it below:

Would you like to link any rules or other documents to the amenity? Yes No

If yes, provide the file or folder name within WebAxis that you want to link. If it's not already saved to the WebAxis Document Library, make sure to upload a copy prior to submitting your ticket.

Submitted by:

Date: