

LionsGate Clubhouse Reservation Instructions

Follow these steps to reserve online:

- Go to the FirstService Website at <https://www.fsresidential.com/missouri>
- On the top right of the screen there is a box that reads Contact Us. Click on that box and you will see Clubhouse Reservations – Click on it. You will need to set up an account.
- You are now at the Clubhouse Reservations page. There is a blank box and above it reads: Search for your neighborhood. In the box type in LionsGate and click on the search button
- A box will pop up that says LionsGate: [Download Clubhouse Rental Agreement](#) or [Make a reservation online](#)
- To download the rental agreement for the room you would like to reserve click on [Download Clubhouse Rental Agreement](#) and print it.
- To make the room reservation or check availability for the room you would like to reserve click on [Make a reservation online](#) and it will take you to the login page
- You have two options: Register or Log In. If you have never reserved online, you will need to click on register and follow the instructions, otherwise use your login information to log in
- You will see a screen that has a calendar on it.
- Then you can click on the date you would like to reserve
- Once the desired date is selected it will appear on the right side of the screen under select reservation time. It does not matter what time your reservation is for – once a day is selected, it is reserved for the entire day.
- Maximum of one reservation allowed per household per quarter. (max 4 rentals per year)
- Click on select and fill in your email address
- Click on finalize appointment
- Your reservation is now made
- You will receive a confirmation email from the website after you have placed your reservation
- Management will also receive a confirmation email notifying us that a reservation has been placed.
- Management will then send you an email confirming that a reservation was received and you will be asked to fill out and send in the reservation contract for the room you reserved ******(NOTE: if you are a renter, the owner will be required to sign the contract authorizing you to use it)******
- The signed contract, deposit and fees must be received within 10 business days of the reservation being placed.
- Once Management has received the contract, deposit and reservation fee, you will receive an email confirming your event.
- If we do not receive your contract, deposit and reservation fee, your reservation will be cancelled.