

GUEST SUITES [Policy & Procedures]

Guest suites are available for reservation for friends and relatives on a first come first served basis through the management office. If there is high demand during holiday periods the Association reserves the right to conduct a lottery system to ensure fair access.

GUEST RESERVATION PROCEDURE

Bookings by residents shall be made no more than six months in advance. The maximum allowable stay will be 7 consecutive days; although to extend the period of stay a request can be made in writing to Management. A non-refundable administrative fee is required, for any length of stay, when the reservation is made. Cancellation must be made 7 days in advance of the guest's arrival to give other residents the opportunity to use the suite.

For the Thanksgiving and Christmas seasons, special reservation procedures apply. These dates are three days before and after Thanksgiving Day, and from December 20th through January 3rd of each year. Reservation requests for Thanksgiving and Christmas season dates should be submitted by September 1st. Priority will be given to residents who have not previously used the guest suites for those holidays and only one suite may be reserved at a time. If there are multiple requests, a lottery system may be employed by Management.

CHECK IN/CHECK OUT

Check in will begin at 3 pm. Check out will be by 11 AM. Please have your guest check in and out with management. Keys will be dispensed at check in. If guest will be arriving after hours, the resident will pick up the keys for guest when management is on duty prior to guest arrival. Payment and key return will be completed at check out.

RATE AND BILLING PROCEDURES

In addition to the administrative fee, a nightly rental fee will be assessed for each reservation. Please contact Management for current rates. Payment is required at check out by cash or check; no credit cards. **[Please make payments payable to "Crescent Rim Owners' Association, Inc."]**

- The Owner/Resident is responsible for any damages, losses, and liabilities, caused by their guests. Management shall conduct an inspection of the suite subsequent to the guest's stay. In the event that damage has occurred, management shall provide a written report to the Owner/Resident, along with an invoice for payment of all costs, relating to the repair or clean up of the damage. Guests are responsible for all personal items left within the guest suite.
- Smoking, including by use of electronic devices, is not permitted within the Guest Suite or anywhere on the Crescent Rim property.
- Guests may utilize guest-parking areas for vehicles only while occupying the Guest Suites.

Guest Suite Request Form

Date: _____

Unit Resident: _____ Unit No: _____ Phone: _____

Guest Name(s): _____

Request is for:

Arrival Day: _____ Date: _____

Departure Day: _____ Date: _____

Number of Adults: _____

Number of Children: _____ (Maximum number of occupants is four including children)

Please initial the following:

I have read and agree to the Guest Suite Policy and Procedures. _____

I understand that in order to confirm a reservation, I will be charged a one-time, non-refundable administrative fee of \$50. _____

Management must confirm your reservation request and should be advised of any changes or cancellations at least 7 days prior to the original reservation date. Only one change is allowed per reservation. _____

Check in time is 3 pm. Check out time is 11 am. _____

No Smoking or pets. _____

*Please ensure the room is restored to its original clean condition, there are no damages and/or items missing, as **damages are the responsibility of the resident who sponsors the reservation.*** _____

Guests occupying the guest suites may park under the covered parking areas adjacent to the parkway. _____

Management Use Only:

Guest Suite East: _____ Guest Suite West: _____ Depot Suite: _____ Total # Nights: _____

Administrative Fee: \$50 + Rental Fee (\$65/night): _____

Total Reservation Amount: _____ Check #: _____

Reservation Confirmed By: _____ Date: _____

Temporary Door Code Assigned: _____

Notes for guests' stay/cleaning: _____

Unit condition at checkout: _____