

SUBJECT: GUEST ROOM RESERVATIONS**REVISED: Feb 18, 2015****I. Policy**

1. Reservation shall be by residents only.
2. First come, first reserved (See Sec II. 2.).
3. Prepayment required for reservation (See Sec. III. 3.).
4. A waiting list will be kept in numbered order for those unable to get a reservation.
5. The cost is \$45 per night for East and West Guest Rooms (Revised by the Board 1/1/10).
6. Vacating time is 11 a.m.
7. Penalty for lost key to guestroom is \$50 to defray the cost of rekeying.

II. Date for Reserving

1. **Thanksgiving:** May reserve beginning on the **first Tuesday in September** during office hours **9 a.m. to 4 p.m.**
2. **Christmas:** Dec 20th through Jan 5th **Drawing will be held last week in September**
 - a. The purpose of the process is to give all residents an equal opportunity to rent a guestroom for Christmas.
 - b. Submit your own unit in September for the upcoming Christmas.
 - c. Your own unit must be submitted for each stay of non-consecutive days and for each different guest.
 - d. A drawing will be held in the office the last week in September.
 - e. Twelve names will be drawn and reservations will be awarded in the order that they were drawn.
 - f. Any cancellation will go to the next person in line.
3. **Other dates:** No restriction.
4. **May not reserve more than seven consecutive days.** However, a stay may be extended until the room is needed for another guest.
5. **A homeowner may reserve an additional (second) room if:**
 - a. the room is available one week prior to the requested date.
 - b. those on the waiting list have been offered the opportunity to reserve the room.

III. Procedures

1. At the office, have your date(s) written on the reservation calendar.
2. Reservations by telephone will not be accepted.
3. Make prepayment by check for the entire rental period.
4. Prepayment **will be** returned if cancellation occurs and
 - no one else has requested the room or
 - another resident is able to use the room.

