

COMMON HOUSE GUEST ROOM POLICY 8-7-2014

- Every overnight guest as well as day visitors must be hosted by a member, who is accountable for the behavior of that guest and responsible for any damages caused by that guest.
- Hosts are responsible for reserving, preparing, and cleaning the room for their guests, as well as for orienting them to the general terms of their accommodation, (member will provide and review with guest the printed policy), including the use of the CH by other members, guidelines for children, parking, CH food / meals, etc. as applicable.
- The Community charges of \$35 per night per room plus \$5 per extra person per room. The fees collected would go to help pay the added costs of cleaning, utilities, supplies, wear and tear that are incurred by their use of the facility.
- To promote community integration, hosts will post guests' names, relationships / interests, and visit dates on the CH bulletin board.
- A rotating schedule of first choice for peak-use times will be implemented.
- If you want to host a guest in the CH on a date that is already taken, contact the member who made the reservation and inquire.
- If you have reserved a room for your guest(s) for 5 days or more, please yield time, if possible, to another member who requests access for his/her guest(s) (e.g. try to arrange another accommodation for part of the visit) to allow for adequate sharing of this limited resource.
- The guest room should be cleaned by the day following a guest's departure, unless there is a new guest arriving that same day. Host is responsible for cleaning room and linens, as well as any other rooms used upon departure of his or her guest.
- If a new guest is scheduled to arrive on the same day that your guest is scheduled to depart, your guest should vacate the room by 11am on that day and you should remove bed sheets and clean the room ASAP. A host is responsible for checking the calendar, as well as contacting the following/preceding host, to make sure that the room is clear for the next guest. If you can't get to it in time, find someone who can.
- Ask your neighbors for support and let them know what you and your guest(s) could use for a smooth and enjoyable visit. Communicate your needs and help your guests to become OUR guests.
- Guests will stay no more than two weeks.