

SILVER LAKE CONDOMINIUM OWNERS ASSOCIATION

Guest Room Rules & Regulations

Owners are invited to reserve the Guest Room on a first come, first served basis for occupancy by out-of-town guests only, through the Property Manager retained by the Association. Guest room is not to be used for parties. The following rules apply:

1. **MAXIMUM OCCUPANCY.** Two adults and one small child is the maximum allowable number of occupants at any given time. An adult should always accompany room occupant(s) under seventeen years of age.
2. **RESERVATIONS.** Owners may reserve the room for a maximum of **seven (7)** consecutive days at any one time. Generally speaking, Owners are requested not to reserve the Guest Room more frequently than one time during any calendar month. Reservations are not acceptable prior to ninety days in advance of the reservation date. *In the event of multiple requests received on the same day within the accepted notification period for use on a holiday or holiday eve, and there have been no other prior request for that holiday or holiday eve, a drawing will be held.* The drawing will be held on the day in which the multiple requests were received. For all other days, the first request received within the ninety-day period for a particular day will be granted a reservation for that day.
3. **CHECK-IN / CHECK-OUT TIME.** Check-in time may vary if back to back guest reservations apply. Confirm with your Property Manager when the room has been cleaned and made ready. Check-out time on the final day of occupancy is 11:00 a.m.
4. **TELEPHONE SERVICE.** Telephone service is provided in the Guest Room for the purpose of accommodating guests. The phone line does not include long distance service.
5. **CANCELLATIONS.** Owners are requested to immediately notify the Property Manager in the event of a cancellation. It is important that the Guest Room be available whenever possible to accommodate the needs of all Owners. The Owner will be charged for the room if it is not cancelled within 48 hours prior to the reservation date.
6. **FEES. \$30.00 per night.** Owners will be billed on their monthly dues statement at the rate of \$30 per night of occupancy. The purpose of the fee, in part, is to offset the costs of replacement and maintenance of linens, furniture and carpet in the Guest Room and to provide additional compensation to the Property Managers for their additional work.
7. **HOUSEKEEPING.** The Property Manager will supply laundered linens, towels and housekeeping before your guest checks in. Housekeeping is not provided during your guest's stay. If additional supplies are required, please contact your Property Manager.
8. The Guest Room is intended to accommodate out-of-town guests of host Owners; the room is not intended to provide low cost hotel accommodations for friends or acquaintances.

9. The Property Manager reserves the right to refuse and/or cancel a reservation when, in its sole discretion, subject to review by the Board of Directors, it deems that a reservation is not in the overall best interest of the Association
10. Reservations and keys for the Guest Room are handled by the Property Manager.
11. The use of the kitchen facilities in the Party Room by Guest Room occupants is not permitted.
12. DAMAGE. Owners are responsible for any damage, loss or breakage and for the conduct of their guests.
13. **SMOKING is not permitted in the Guest Room or any building common area.**
14. **The phone number for the guest room is 612-253-7691. Please use this phone for local calls only.**

It is the desire of The Property Manager and the Building Managers to make all guests feel welcome and comfortable. Owners are asked to call upon The Property Manager if they are in need of special assistance.