

## APPENDIX D

(revised 3/15/23)

### ROCKY MOUNTAIN VILLAGE ESTATES

#### Guest Suite Policies and Procedures

##### 1. USE

Only RMVE Owners and RMVE Residents may book an RMVE Guest Suite, and only for their personal guest(s) for a nightly fee set by the Board of Directors. The Guest Suites are strictly limited to overnight sleeping, for a maximum of four (4) guests per Suite at any one time. No pets are allowed in the RMVE Guest Suites.

##### 2. BOOKING

An Owner or Resident may book an RMVE Guest Suite only once in a six (6) month period. The same guest or member of the same guest's party may stay in an RMVE Guest Suite only once in a six (6) month period.

The maximum length of stay in an RMVE Guest Suite is seven (7) days, including only one set of weekend nights. Friday night is considered a weekend night.

##### 3. RESERVATIONS

Reservations will be accepted on a first come basis determined by the day and time received by the Facilities Manager. Reservations should be made as follows:

- 1) Fill out a request form, found in the front of the reservations book in the lobby.
- 2) The request form and a check for YOUR ENTIRE STAY'S FEE to hold the reservation should be given to the Facilities Manager.
- 3) **Please be aware that you do not have a reservation until the form and the check have been received and you receive a Confirmation Slip.**

##### 4. PAYMENT AND CONFIRMATION

Your request will be confirmed when a reservation form and payment is received. Make your check payable to "Rocky Mountain Village Estates" or "RMVE". On the memo line of the check please write the date(s) of your reservation. The reservation check will be held until after the Suite has been used. If there are changes to the reservation dates, payment adjustments will be made as soon as is practical.

##### 5. CANCELLATION

If a reservation is cancelled four (4) weeks or more before the reservation dates, the deposit will be refunded in full. If a cancellation is after that, the deposit will be forfeited. An exemption for an emergency cancellation may be considered at the Board's discretion.

##### 6. SUITE ACCESS

The key to the Guest Suite will be placed in the in-house box of the person reserving the suite by 3:00 p.m. on the first reserved day. The “occupied” sign should be placed on the front door and should remain there until guests depart. When departing, the key is to be left in the Suite and Guest Suite door locked.

## **7. ARRIVAL & DEPARTURE**

**Arrival time is after 3:00 p.m.**

**Departure time is 10:00 a.m.**

In case of a late departure, the Owner or Resident who booked the RMVE Guest Suite may be charged for an additional night’s stay if the Suite has not been booked for the same day. If the Suite is booked for the same day, the Owner or Resident who booked the RMVE Guest Suite will be charged an additional night’s stay for a late departure.

## **8. DAMAGE**

The Owner or Resident who booked the RMVE Guest Suite shall be responsible for any damage incurred through negligence and will be billed for costs for anything over and above normal use. The RMVE Maintenance Team will clean up the Suite and the Facilities Manager will evaluate the condition of the Suite after each use.

Remember, this is not a hotel and there are no hotel-type services provided with the RMVE Guest Suite during your stay: no daily cleaning, no daily change of linens, no toiletries, no room service, no concierge service, no landline telephone, and no internet.

## **9. SMOKING**

Rocky Mountain Village Estates is a **NON-SMOKING COMMUNITY**. No smoking anything is allowed on RMVE property, period. No cigarettes, no cigars, no pipes, no pot, no vaping, no nothing! If you violate this policy, you will forfeit your stay in the RMVE Guest Suite.

## **10. EXEMPTIONS**

Exemptions to these Rocky Mountain Village Estates Guest Suite Policies and Procedures as necessary at the discretion of the RMVE Board of Directors.

**FYI** – The current nightly rate as of 3/15/23 is \$65 per night.