

## AMBASSADOR GUEST ROOM POLICY

*The following Guest Room Policy was adopted on May 12, 2015. This policy supersedes any prior decisions in regard to the guest room at The Ambassador Condominiums.*

Guest room reservations are made through the Building Manager. A calendar indicating availability is posted on the bulletin board. To make a reservation:

1. Reserve the guest room for each night of use, by putting your unit number on the calendar.
2. Complete the current guest room reservation form available on the mailbox counter, and give the completed reservation form to the Building Manager.

The guest room may be reserved by Owners or Tenants for a maximum of 7 consecutive nights. With at least 48 hours notice, the stay can be extended on a day-to-day basis depending on availability.

Those using the guest room must be actual visitors of the resident.

The guest's host (either the Owner or Tenant) must be in residence overnight in the building when using the guest room. The host (Owner or Tenant) is responsible for seeing that the guest(s) understand and observe all the building rules including the following: Do not let strangers into the building. Propping the door open is a finable security violation. No smoking anywhere on the Ambassador property, including the alley and courtyards. No pets are allowed in the guest room. If any criminal incident occurs, the police should be called immediately, rather than waiting.

The unit Owner is ultimately responsible for any damages, charges or fees resulting from use of the guest room.

If there is a need to cancel the reservation, the Building Manager should be notified as soon as possible so other users can be accommodated. There is a one-night cancellation charge for cancellations made less than 24 hours before the reservation date.

If the room is already reserved on the desired dates, list your name as a back-up on the calendar on the bulletin board, and fill out a form as a back-up for the Building Manager. Request that the Building Manager notify you in case of a cancellation. It is also suggested that you call the persons who have reserved the room to let them know of your interest, and to ask them to notify you if their reservation changes.

The guest room key will be placed in the guest room mailbox before check-in time on the day of the reservation. On the day of departure the key should be returned to the guest room mailbox by checkout time.

Non-resident Owners of a residential unit may use the guest room for their own personal use.

Commercial Tenants may use the guest room for their own personal use.