

COMMON HOUSE GUEST ROOM SPONSOR AGREEMENT

The purpose of this agreement is for the Common House Team to provide a clean and inviting Guest Room for guests of community residents, as well as sponsored Gyrotonics students and trainers, and people who are cohousers or interested in cohousing. Like you, the Common House Team knows a written Agreement can't anticipate all possible Guest Room situations. Please assume good will and a cooperative attitude and talk to us if an exception to any of this seems, necessary, wise or advisable.

Reserving the Common House Guest Room

1. **Availability:** The Guest Room is available on a first come, first served basis. Since it is heavily used, everyone is encouraged to reserve it as early as possible.
2. **Reservation Method:** An SSV resident must reserve the Guest Room on the online calendar designed for that purpose at Sagers.us. (Outside users don't have access to this website.)
 - a. *Carefully read the instructions at the top of the Guest Room Calendar page.*
 - b. The form for booking is at the *bottom* of the Guest Room Calendar page.
 - c. Detailed instructions for reserving the Guest Room on the Guest Room Calendar page are attached.
3. **Sponsorship:** All guests must have an SSV resident sponsor. Outside guests from another cohousing community, or desiring to visit a cohousing community will be assigned a CET or Common House Team sponsor, if not being sponsored by a resident.
4. **Fair and Equal Usage:** There are currently 28 residents of SSV including owners and renters. In terms of Guest Room reservations, **each resident is asked to honor the principal of Fair and Equal Usage, currently 13 nights per year per resident.**
 - a. *Residents who rarely or never use the Guest Room may donate their Guest Room nights to another resident if the Common House Team is notified in advance of this arrangement.*
 - b. Nevertheless, if the Guest Room has been booked in advance by a resident who has met or exceeded 13 nights' usage, and *if there is at least 7 days before the booked guest's arrival*, residents wanting to book the Guest Room during that same time are encouraged to speak with the first resident privately to agree on a date change, to honor fair usage. If there is *less than 7 days* before the booked guest's arrival, the second resident is encouraged to seek other accommodations for their guest.
5. **Maximum Number of Guests and Bed Set-ups:** The Guest Room can accommodate two (2) guests. The flexible daybed can be set up as follows:
 - a. Single bed for one (1) medium-height person
 - b. King bed for one (1) tall/big person or two (2) people sleeping together
 - c. Twin beds for two (2) people sleeping separately

Guest Room Fees:

- d. \$15 per night for family members and close personal friends of residents
- e. \$25 per night for one (1) Gyro guest; \$40 per night for two (2) Gyro guests staying in the room at the same time
- f. \$35 per night for all other guests
- g. \$25 Cleaning Fee per guest visit to assure that all incoming guests have an equally clean room and bathroom, with clean sheets and towels, and that the bed is set up as needed for them. The cleaning fee is a must if there is same day turnaround of guests. (If a resident prefers to avoid the Cleaning Fee, and there is at least a day between guests, he or she agrees to do the same cleaning, laundry, and bed setup that our paid cleaning person does, immediately following his or her guest's departure. See first the attached list of Guest Room cleaning chores.)
- h. \$25 Cancellation Fee unless the Guest Room reservation is cancelled a minimum of five (5) days in advance.

6. SSV Guest Room Sponsor Responsibilities:

- a. Make the Guest Room reservation as early as possible. If a change or cancellation is necessary, notify guestroom@sagers.us as soon as possible.
- b. *Inform your guest **in advance** that there is a strict No Smoking policy in the Guest Room and on all Silver Sage property.*
- c. Meet and greet your guest(s) when they arrive.
- d. Show your guests to the Guest Room and give them the keys which are in the basket on the Guest Room desk. Explain the keys (CH Door Key & Guest Room Key).
- e. Show them the light/fan switch and how to turn off one or the other using the chains.
- f. Review the various instruction signs in the Guest Room with your guest.
- g. Make sure the Guest Room fees are calculated properly and paid. (No invoices are provided, but help calculating will be gladly offered if requested.) **Payment can be made by Cash, Check, or Credit Card and *must* be made before the guest leaves unless the sponsor is paying.** Checks can be made out to Silver Sage Village and put in the Treasurer's box. (Please note on the check that it's a Guest Room payment and if it includes a \$25 Cleaning Fee.) See Kay Baldwin to make a Credit Card payment using the Common House PayPal credit card reader. If a guest needs a receipt for business purposes, one can be provided.
- h. If the sponsoring resident has chosen to not pay the Cleaning Fee and to personally do the necessary laundry, cleaning and bed setup, it must be done immediately following their guest's departure. Please see attached instructions.
- i. For lost guest room keys there is a \$12 fee to the sponsor to replace them.
- j. Unless it is an *emergency* situation, if you forget to cancel a reservation less than 5 days before your guest's scheduled arrival, or if your guest simply doesn't show up, there is a \$25 "lost use" fee payable by the sponsor.