

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. *Very carefully read the instructions at the top of the Guest Room Calendar page.*
 - b. Pay particular attention to the dates before submitting.
 - c. The form for booking is at the *top* of the Guest Room Calendar page.
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 sponsored by the Guest Room Manager.
4. **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
5. **Guest Room Fees:**
 - a. \$15 per night for family members and close personal friends of residents
 - b. \$25 per night for one (1) Gyro guest; \$40 per night for two (2) Gyro guests staying in the room at the same time
 - c. \$35 per night for all other guests; \$50 per night for two persons.
 - d. \$30 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.
 - e. **Deposit and Cancellation:** All "outside" guests (not family members or close personal friends) must pay a \$50 deposit to secure their reservation. This deposit will be refunded in full if the reservation is cancelled 30 days or more ahead of

the booking. There will be no refund if cancelled less than 30 days ahead. No deposit is required for family and friends.

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 and No Pets 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 paid at check-in time per the invoice provided. **Payment may be made by Cash, Check, or Credit Card.** Checks can be made out to Silver Sage Village and given to the Sponsor, who will forward it to the Treasurer. See the Guest Room Manager for Credit Card payment.
- h. For lost guest room keys there is a \$12 fee per key to replace them.