

Crested Mountain Loft Policy

Purpose

The primary purpose of the loft is as an overflow accommodation and may be used for owner guests only when the owner of record is actually occupying their unit. It is not to be used to accommodate guest or other renters if the owner(s) is/are not actually in residence at the time in Crested Mountain. The purpose of the loft is not to be used by an owner/guest while the owners unit is being rented out for income. If the owners are not in residence, neither the loft nor other association amenities may be used by guests.

Making a Reservation

- All loft requests will be first come, first serve.
- Sleeps:4
Accommodates a maximum of 6
- All requests will be made through the reservation manager (Michelle White, 419-771-9269 or michwhite66@yahoo.com)
- There will be a 10-day limit on any 1 reservation. If no one reserves the adjacent week within a reasonable time frame, then the first owner may extend their stay. Owner use will be restricted to a maximum of three weeks during peak times.
- If 2 owners want to use the loft on the same dates, the rule of first come, first serve will be observed. With this exception: If one owner uses the loft on a given week/holiday, then the following year other owners would have first priority (i.e. New Year's Eve, Spring Break, Christmas Holiday, Owner's Meeting Weekend, etc.)
- The loft policy will be provided to each reservation at time of booking, it must be signed and returned to Michelle White via e-mail or USPS. This will ensure each occupant understands the Loft Policy.

Fee

- Rent is \$100/night for the first 7 nights and \$150/night for any additional nights.
- Any loft requests that are cancelled without a 30-day notice, will be billed to the owner, unless it can be re-rented during the same time period. Refusal to pay for a reservation that was not properly cancelled will result in no future use of the loft until fees are paid
- A cleaning fee will be billed to the owner. This fee varies based on the amount of time required to clean the loft. Cleaning fees are billed in one hour increments of \$50, with a \$75 minimum (1.5 hrs.).
- All cleaning and rental fees will be billed to the owner on the next association dues statement. Late fees will apply.
- A \$500 cleaning fee will be added if smoking has taken place or if there is any evidence of pets in the loft or on the balcony.
- All damages to the loft and its contents will be the responsibility of the owner whom has rented the loft and will be billed at replacement cost plus 10%.

What is included:

- Facial tissue, bathroom tissue, and bar soap
- Bedding and towels
- No maid service other than checkout cleaning will be provided

Odds & Ends

- All rules for the condominium complex apply to the loft
- No pets allowed in the loft
- No smoking allowed in the loft or on the balcony
- Because of limited parking, only 1 car is allowed with the loft. Parking MUST be in owners garage or if owner is in house, loft guest must park in front of the door of the owners garage, NO EXCEPTIONS

Check-in/Check-out Procedures

- Check-in is 4:00 pm, Check-out is 10:00 am

- The combination to the electronic lock box will be provided to owners for check-in. The combination will be changed periodically.

POLICY ACCEPTANCE: The undersigned accepts the responsibility of this policy. If not returned prior to reservation, access to the loft will be denied until signed.

Date of check-in _____

Date of check-out _____

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Return e-mail or USPS to:

Michelle White

12793 Edgewood Drive

Van Wert, OH 45891

Or

michwhite66@yahoo.com