

Booking the Guest Suite: Pacifica Guest Suite Rules

Booking the guest suite is a simple process as outlined below. You should read all the rules before booking the suite as additional details are outlined in the rules.

To book the guest suite:

1. Contact the facilities manager or assistant caretaker by telephone, email, or in person, and specify:
 - a. The booking start date and the booking end date (up to a maximum of ten days).
 - b. Your name and unit number.
2. Within seven (7) days of making a reservation, pay the two hundred dollar (\$200.00) deposit and sign the *Pacifica Guest Suite Rental Agreement* in person with the facilities manager or assistant caretaker.
3. At least ten days before the start of the booking period, pay the \$70.00 a day rental fee for the entire booking.

Guest Suite Rules

- 1.1 Guest suite reservations must be made through the facilities manager or assistant caretaker by telephone, email, or in person.
- 1.2 The rental fee is seventy dollars (\$70.00) per night effective January 1, 2019.
- 1.3 Each guest suite booking requires a deposit of two hundred dollars (\$200.00).
- 1.4 Rental fees and deposits must be made by personal cheque and payable in Canadian funds to "Strata LMS 597".
- 1.5 Guest suite reservations:
 - a. Are available on a 'first come' basis.
 - b. Must be booked a minimum of twenty-four (24) hours in advance.
 - c. May be booked on the first day of the month three (3) calendar months in advance of the desired booking dates according to the table below. If a resident wants to book further in advance, then they may submit their request with reasons in writing to the strata council for approval.

Guest Suite Requested Month	Booking starts 1 st day of:	Guest Suite Requested Month	Booking starts 1 st day of:
January	October	July	April
February	November	August	May
March	December	September	June
April	January	October	July
May	February	November	August
June	March	December	September

- d. Cannot exceed a maximum of ten (10) consecutive days. If a longer period is required, the suite will be offered on daily rental basis subject to availability.
- 1.6 Three (3) days are required between bookings made by the same resident.
- 1.7 Within seven (7) days of making a reservation, the reserving resident must pay the two hundred dollar (\$200.00) deposit and sign the *Pacifica Guest Suite Rental Agreement* in person with the facilities manager or assistant caretaker. If the reserving resident does not pay the deposit or sign the agreement, then the booking becomes available to the next person without prior warning.

- 1.8 The reserving resident will lose the \$200.00 (two hundred dollar) deposit if the guest causes damage to the suite or its furnishings, appliances, equipment, and/or supplies. The reserving resident must also pay, including staff time, for any repairs and/or replacement costs, in addition to forfeiting the deposit.
- 1.9 The reserving resident will lose the \$200.00 (two hundred dollar) deposit if the suite is not cleaned and tidied according to the *Guest Suite Cleaning Checklist*. The reserving resident must also pay, including staff time, for any cleaning, in addition to forfeiting the deposit.
- 1.10 The rental fee must be paid in person with the facilities manager or assistant caretaker at least ten (10) days before the start date of the booking. If the reserving resident does not pay the rental fee, then the booking becomes available to the next person without prior warning.
- 1.11 The reserving resident is responsible for paying the deposit, signing the rental agreement, and paying the rental fees within the specified times. No reminders, notices, or any other warnings will be provided to the resident by the facilities manager or assistant caretaker.
- 1.12 In the event of a cancellation, the reserving resident must notify the facilities manager or assistant caretaker a minimum of ten (10) days before the start of the booking. If the reserving resident does not provide ten (10) days notice of cancellation, then the \$200.00 deposit shall be forfeit to the strata corporation.
- 1.13 If a resident reserves the suite within ten (10) days before the start of the booking, then the resident must pay the deposit and rental fee and sign the *Pacifica Guest Suite Rental Agreement* in person with the facilities manager or assistant caretaker at the time the reservation is made.
- 1.14 The suite becomes available, subject to cleaning and inspection, no sooner than 4:00 pm on the first day of the booking.
- 1.15 The suite must be clean, vacated, and the key and fob returned to the facilities manager or assistant caretaker by 12:00 pm (noon) on the last day of the booking. Failure to comply results in forfeit of the \$200.00 deposit.
- 1.16 The guest suite is for the use and enjoyment of the friends and families of residents. Residents cannot book the suite either for unknown persons. A resident cannot book the guest suite on behalf of another resident.
- 1.17 Residents and their guests are responsible for:
 - a. Providing their own towels and bedding: the bed should only be made with clean sheets and blankets.
 - b. Safeguarding the suite by ensuring the suite windows and doors are always secure and locked. Guests should be advised that it is a ground floor suite, which has sustained a break-in in the past, so valuables should be hidden and blinds closed when guests are out.
 - c. Ensuring the furnishings, appliances, equipment, and/or supplies that were provided in the suite as per the *Guest Suite Inventory* remain in a clean and undamaged state.
 - d. Cleaning the suite as per the instructions in the *Guest Suite Cleaning Checklist*.
- 1.18 No more than four (4) people are allowed to occupy the guest suite at one time.
- 1.19 Pacifica owners and their guests must comply with the bylaws, rules, and policies of the strata corporation, including but not limited to the following:
 - a. Pets are not allowed in the guest suite, a strata lot, or on common property.
 - b. Smoking is not permitted within the guest suite or on common property.
 - c. No furnishings, equipment, appliances, and/or supplies are to be removed from the guest suite, amenity room, or fitness facility. Removing items will be deemed as theft and treated as such.
 - d. Do not let unknown persons in the front door or parking garage.
 - e. The strata corporation may correct or remedy any bylaw or rule infraction or violation by an owner or an owner's tenants, occupants, or visitors. Any related expenses incurred by the strata corporation will be charged to the owner.
- 1.20 The reserving resident acknowledges that any unpaid costs will be charged to the owner's strata lot account.
- 1.21 All decisions of the building staff on behalf of the strata corporation are final and binding.