

WEST WIND HARBOUR COHOUSING POLICY

BOOKING AND USE OF Huset GUEST ROOMS

1. Responsibility
 - a. The Booking Team coordinates the booking of the 4 non-smoking Huset Guest Rooms for use by residents and their family, friends and visitors.
 - b. The Booking Team coordinates the Booking and Use of Guest Rooms Procedures which provide all the details of how to book, use and clean guest rooms.
 - c. This Policy will be reviewed annually by the Booking Team.
2. Use as a Co-Care Suite
 - a. One of the guest rooms can be designated as a Co-Care Suite for caregivers on an as-needed basis.
 - b. Occupancy by a caregiver takes priority over guest stays in the Co-Care Suite.
3. Availability
 - a. Rooms are booked on a first-come/first-served basis.
 - b. Residents can participate in a lottery, managed by the Booking Team, to determine who can stay in Huset during the 2-week peak Christmas period.
 - c. If guest rooms are not in use, they can be used by residents for day use. Please leave the rooms tidy after use.
4. Pets
 - a. Huset is companion animal friendly in all but the following areas: food preparation/dining areas, art room and den.
 - b. The Main Floor Guest Room is companion animal free.
 - c. Companion animal owners and non-companion animal owners will be considerate and sensitive to the needs of each other at all times.
 - d. Owners may book Huset for family gatherings that involve companion animals. Such gatherings will be scheduled and posted along with the rooms that will be occupied. Owners are expected to clean and vacuum following the event.
5. Length of Stay
 - a. Each guest room can be booked for a maximum of 14 consecutive days per household, except for the 2-week Christmas period when it is 5 days.
 - b. Check in time – 3pm; Check out time – 11 am.
 - c. Consideration for stays longer than 14 days can be shared with the Booking Team and will be considered on a case-by-case basis.
 - d. When demand for rooms exceeds supply, residents should be mindful of not monopolizing peak seasonal bookings.

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6. Booking
 - a. The Booking system is self-managing.
 - b. Residents make their own booking and are responsible for notifying the community if there is a cancellation.
 - c. See Booking and Use of Guest Rooms Procedures for details on how to book.

 7. Guest Orientation
 - a. Residents are responsible for orienting their guests using the guidelines in the Guest Orientation section of the Booking and Use of Huset Guest Rooms Procedures.
 - b. The Booking Team will post a Guest Orientation Information Sheet in each suite for guests to review.

 8. Room Donations
 - a. There is no charge for the use of rooms by residents as they are entertaining friends and family. However a voluntary donation is appreciated to support the necessary costs of operating the guest rooms.
 - b. See Booking and Use of Guest Rooms Procedures for details on how to make donations.
 - c. Donations will be processed by the Booking Team according to the Processing of Donations Procedure

 9. Cleaning
 - a. Residents who made the booking are responsible for cleaning the bedroom and bathroom and washing and changing of linens.
 - b. Rooms must be cleaned before 2pm on the day their guests depart.
 - c. See Booking and Use of Guest Rooms Procedures for cleaning details.
 - d. Please notify the resident who made the previous booking if there are any cleaning concerns.