

THE WINCHESTER ASSOCIATION

GUEST SUITE RULES AND REGULATIONS

1. Unit owners making reservations will be financially responsible for Guest Suite rental fee and any damage repair charges as may be applicable.
2. Reservations are on a first come-first served basis, with PAYMENT IN FULL required with the application. The following applies:
3. Reservations will be accepted 90 days in advance of the date requested for non-holiday dates. In the event that two or more applications are submitted for the same dates(s), a lottery will be held.

A holiday is considered to be the calendar date observed. An application may be submitted for these dates (holidays listed below) 91 days in advance of the observed day.

A minimum stay of three nights is required for holidays.

If more than one owner requests the holidays, then a lottery will be conducted by a Board Member selected by the President.

HOLIDAYS:

Passover-----observance of the first Seder

Easter

Mother's Day

Memorial Day

Father's Day

Independence Day-----July 4

Labor Day

Rosh Hashanah and the evening before

Yom Kippur and the evening before

Thanksgiving

Christmas-----December 25

New Years Eve-----December 31

4. Maximum reservation term shall be 7 days unless the suite is not reserved or requested by another unit owner beyond the original 7-day term, in which case, the suite may be rented on a per diem basis beyond the 7 days.
5. Unit owner shall be responsible for cleaning the suite during the occupancy of the suite. If a guest stays longer than a week, the building housekeeper will clean and provide fresh linens and towels weekly.
6. Applications for the Guest Suite reservations are to be completed, accompanied with a check pre-paid in full and given to the building superintendent, or in his absence, the garage attendant.

7. Check out time is 11:00 A.M. with a grace period until noon.
8. Check in time is no earlier than 1:00 P.M.
9. Key to Guest Suite is to be picked up and returned to garage attendant.
10. SECURITY is a concern of all building residents. Please instruct all guests not to permit access to anyone into the building through the main entrance. Guests should not be given a master key (to front entrance, pool and exercise room.)
11. Only Guest Suite residents may park in the garage. Limit one car.
12. The Winchester Board requests that all guests abide by the swimming pool and exercise room rules, which are posted in the guest suite.

CANCELLATION POLICY

7 days prior to reservation-----100% returned
4 – 7 days prior to reservation-----50% returned
Less than 4 days to reservation-----Loss of money

Any portion of the canceled days that are re-rented will be refunded to the owner.

WINCHESTER ASSOCIATES

540 North Neville Street

Pittsburgh, PA 15213

APPLICATION FOR GUEST SUITE RESERVATION

I wish to reserve the Winchester Association Guest Suite for _____ days beginning on (day) _____ (date) _____ at 1:00 P.M. and ending at 11:00 A.M. on (date) _____. I agree that the suite will be vacated by the designated time.

I hereby submit \$ _____ payable to Arnhein & Neely, Inc. (agents for the Guest Suite Rental) as full payment at the rental rate of ~~\$70.00~~ per day. I am responsible for any chargeable phone calls, billed to the Guest Suite during the above dates.

I will be available for an inspection of the Guest Suite with a representative of management if damage has been caused.

I have read the rules and regulations pertaining to the use of this Guest Suite, and I agree to abide by said Rules and Regulations.

Date _____

Unit Owner _____

Apt. # _____

Phone # _____