

Community Alternatives Housing Co-operative

GUEST SPACES

Purpose of the policy

- To clarify the rights and responsibilities of members using the guest spaces

Policy

Every member can book the guestroom for up to 3 weeks per fiscal year without negotiation. Guests staying longer than 2 weeks will be negotiated in advance with the community.

The charge for guest rooms will be set annually at a business meeting. (Currently \$10 per night)

Guest spaces should be booked in advance where possible. Inform the guest coordinator (currently Pod 3) of any cancellation promptly.

Every guest must be sponsored by a member, who is responsible for their guest's compliance with our rules and policies.

Member sponsors are responsible for ensuring that all items are returned to normal state: i.e. wash and dry dishes and put them away, take out trash or recycling, remove items from the fridge. Bedding must be washed and left folded on the bed after every use.

No donations to our guest room. Please don't leave TVs, furniture, pictures, or other items in the guest area.

The guest coordinator (currently pod 3) will sign guest room keys out, requiring the member's or the guest's signature. Keys must be returned promptly after use to the coordinator. *A Key drop-off box will be supplied outside of pod 3.

The guest coordinator hours are between 8 am and 9 pm.

Report messy rooms, missing cleaning supplies or toilet paper to the guest room coordinator.

Repeated failure to comply with this policy may result in suspension or termination of guest room privileges, in consultation with the community at a business meeting.

Policy approved by general meeting