



Guest Suite Reservation Application

Name (Resident) _____

Address _____

Phone Number: Home _____ Work: _____

Date of Reservation: From _____ To _____

Number of guests _____ (No more than four 4) The room has 1 queen size bed.

Name and Age of all Guests _____

Daily Usage Fee \$125.00 per day

Security Deposit \$300.00

Guest Suite Rules (owner give to guests)

Check # _____ Check # _____

Check # _____

Distributed Yes _____ No _____

NOTE: The Pinnacle Marina Tower Homeowner's Association reserves the right to enter and or close any of the facilities at any time due to necessary emergency repairs, safety considerations, or illegal activity.

Please make checks payable to the Pinnacle Marina Tower HOA.

Check Out Time: 12:00pm

Check In Time: 4:00pm

PLEASE READ GUEST SUITE RULES AND REGULATIONS FOR COMPLETE DETAILS. All rules and regulations and Provisions of all Association governing documents apply to the use of the Guest Suite.

All expenses for repairs, maintenance, clean-up, replacement of damaged, abused or missing articles will be charged to the unit owner's account.

Member's Signature _____ Date _____

Approved by _____ Date _____

CHECK IN: Guest Signature: _____ Date: _____



Guest Suite Rules

1. All common facilities at The Pinnacle are for the use of Association members and their guests. Rules and conditions for the use of the facilities may be changed at any time by the Board of Directors.
2. The guest suite may not be used or reserved by any owner, tenant or their guests for a period exceeding 5 consecutive days without the written approval of the Board of Directors. No unit owner or tenant may reserve the Guest Suite for more than 30 total days within any 1 year period without the approval of the Board of Directors.
3. The fee for the guest suite is \$125.00 per day. (to be paid in the form of 2 separate checks, each check totaling 50% of the total rental room fees at the time the reservation is made) The fee may be adjusted at any time by the Board of Directors.
4. Any repairs or replacement of furnishings or accessories necessitated by the use of the suite will be assessed to the unit owner whose guest or tenant's guest caused such expense.
5. The association cannot be held liable for any theft of or damage to personal articles.
6. The owner or renter hereby warrants that there will be no charge to his/her guests for use of any common facility or area.
7. Management reserves the right to close any of the facilities at any time to repair, clean, maintain and protect the premises.
8. Smoking in the Guest Suite is strictly prohibited.
9. Pets are not allowed in the Guest Suite.
10. All required checks for room fees & deposits must be submitted to the concierge staff at the time the reservation is being requested. Reservations can't be placed on the master schedule until the concierge is in possession of all necessary paperwork and checks (see attached form)
11. If a cancellation is made and the room becomes rented for the canceled nights, a full refund is provided. All other cancellations made after the reservation has been confirmed and paid in full are subject to the following schedule of charges to the owner, tenant, or their guest:

At least 14 days in advance	No charge; Full refund
3 – 13 days in advance	Subject to charge of 50% of the total room fees
Less than 3 days in advance	Subject to full charge of the total room fees