

## Arden Place Rules

### Guest Rooms (2008)

The guest rooms at Arden Place have been updated. They are attractive, comfortable, and a good value at \$60 per night.

1. A guest room at the clubhouse may be reserved for overnight guests by calling the Clubhouse Manager, Sue Nichols at 292-0823 or e-mail to [shn1@bellsouth.net](mailto:shn1@bellsouth.net). If you do not reach Sue, you can call Property Manager, Sarah Barnet at 383-4176 or e-mail to [ArdenPlaceHOA@aol.com](mailto:ArdenPlaceHOA@aol.com).
2. The nightly charge of \$60 for each guest room is to be paid in advance when the key is picked up.
3. A refundable key and damage deposit of \$100 is required at the time the key is picked up. The resident must accept responsibility for any damages incurred during the use of the facility. The deposit will be held until the keys are returned. It will then be refunded to the depositor provided no damage or loss has occurred during the rental period.
4. If a resident must cancel a reservation, it should be done as soon as possible in consideration of other residents. If the cancellation is not done at least 24 hours in advance of the scheduled stay, the resident will be charged the full amount of the stay.
5. Check out time is 11:00 A.M. and should be observed in consideration of other residents and their guests. If a guest has not checked out by 11:00, the resident will be charged for an additional day.
6. Guest rooms may not be rented more than two times in one month or for more than one week. However, if there are no other requests for rooms, more frequent requests and longer stays may be approved by the Clubhouse manager.
7. Guests should observe Arden Place rules.
8. Residents should advise guests to keep all doors locked.
9. There is no smoking permitted in the guest rooms or in the clubhouse.
10. The telephones in the guest rooms do not allow long distance telephone calls.
11. The thermostat is located on the second floor in the back hall next to the conference room. Guests should return the thermostat to its original setting upon checking out.
12. Cleaning of the guest rooms is the responsibility of Arden Place and is included in the rental fee.
13. No pets are allowed in guest rooms.