**GUIDELINES FOR RENTALS TO MEMBERS’ FAMILY/FRIENDS**

**NOTE:** Members are expected to take full responsibility for their guests regarding reservations, payment, orientation and must be present for the full duration of their guests’ visit.

**BOOKING**

 The booking must be made by the member on behalf of their guest

 Contact: Judith Dingle, (416)766-9411. Judithdingle@hotmail.com

 Reservation bookings open March 2.

 Full payment by e-transfer must be made to treasurercwlcc@gmail.com within one week of the reservation being taken. It should be accompanied by a separate damage deposit fee of $350. This will be refunded when it is confirmed that the apartment has been left in good condition.

**CANCELLATION/REFUND**

 A full refund is provided if/when we re-rent the apartment after the cancellation.

**RATES** (for 6 nights)

 High Season (July to mid-August) Low Season

 Birches $750 $688

 Pines $625 $549

**MAXIMUM GUESTS**

 Pines – maximum 2 adults

 Birches- maximum 3 adults or family of 4 (2 adults and 2 children)

**GUEST INFORMATION PACKAGE**

Upon reservation, members will receive an Information Package for their guests with all information regarding check in and out times, access, description of property and apartments, photos, bedding required, maps, tourist information, etc. If a second copy is required contact Judith.

**ARRIVAL**

 A code to access the lock box outside the door will be provided upon registration. That key should be returned after first use.

 Keys for daily use will be found on the dining table. On departure, keys should be left on the table and door locked with the key from the lock box.

**STAY**

The Lodge is a vintage property. Please use our facilities gently.

 Wifi information is posted on the bulletin board along with a contact number for any issues other than emergencies.

 We live with a septic system so nothing goes into the toilet except human waste and *minimal* tissue. To help us protect our septic system, keep screens in both sinks to prevent food, hair, etc. going down the drain and flush the toilet as little as possible.

 Use only the cleaning products provided.

 Please do not overloaded electrical sockets. It will blow a breaker and create a power outage.

**PLEASE NOTE THAT WE DO NOT ALLOW PETS, SMOKING OR OPEN FLAMES OF ANY KIND, INCLUDING CANDLES, INSIDE THE APARTMENTS.**

**EMERGENCY INFORMATION**

 Our address and contact information for fire, police and medical emergency are posted on the bulletin board. Details are outlined in the binder provided with each apartment.

 There is a defibrillator in the Lodge. The host member will need to be there with a Lodge key to access that or breakers in the event of an incident.

**DEPARTURE**

 Guests are asked to wash, dry and put away their dishes

 Clear the fridge of their food and remove all garbage and recycling

 Clear the sink screens in the bath tub and sinks

 Clean the BBQ if used.

 Leave the toilet, garbage pails, fridge etc. in relatively good order

 Turn off all lights, fans and heaters

 Close the windows

**CLEANING CHARGE**

 Our cleaner’s time is spent disinfecting all surfaces, floors, appliances, fixtures, etc., sweeping, vacuuming, etc. She leaves the apartments in excellent condition for the next renter. If the cleaner finds the apartment has been left in disorder or dirty, the cost of extra cleaning time will be deducted from the damage deposit.

**COMPLIANCE ISSUES**

 If there are problems regarding damage, cleaning, noise, abusive, disrespectful behaviour or non-compliance with CW rulings, the member will be contacted by the Board regarding the behaviour/problem. The possible outcome will be no further rentals to that friend or family member

**We ask members to take *full responsibility* for their guests regarding reservations, payments, orientation and being present for the full duration of their guests' visit.**

**NOTE: The apartments are not suitable for persons with serious possible medical and/or mobility issues.**