

Peterson's Waterfront

Time Share Guest of Owner Unit Usage Information

As a Time Share Owner at Peterson's Waterfront the following guidelines should be considered when allowing guests to utilize your unit without owner on property, also known as "Guest of Owner" (GOO).

1. Complete and send in the *Time Share Guest of Owner Authorization* form which authorizes your guest to check in to your unit. You may either complete the form or email the information to the Front Desk.
2. Due to fire code regulations the maximum number of people will only be allowed to check in to your unit. This will be strictly enforced. Per PWOA Covenants:
 - 1 Bedroom Unit – 5 Occupancy
 - 2 Bedroom Unit – 7 Occupancy
3. All GOO's must wear a Peterson's Waterfront issued wristband from Memorial Day through Labor Day in order to utilize the resort amenities. The number of wristbands allowed per unit is based on the sleeping capacity of the unit. The unit will be allowed up to half of the unit's capacity for Guests Wristbands which are good from 10:00AM – 9:00PM.
4. **All GOO's must check in at the front desk in order to receive a wristband.** In addition, GOO's must sign a compliance policy upon check in. We will require a credit card on file for any incidentals or damages incurred during the usage period.
5. Your primary guest will receive 1 set of wristbands; if you have a second guest check in during your time share use week a 5.00/wristband fee will be incurred for each occupant. Please indicate on the *Time Share Guest of Owner Registration Form* who will be responsible for these charges.
6. We apologize but we cannot approve late check-outs during the summer peak season. Please ensure your GOO prepares to check out by 11:00 AM. There will be a \$25.00 fee for every 15 minutes the unit is occupied beyond 11:00 AM.
7. Your unit will be evaluated upon check-out by the Housekeeping Supervisor and General Manager for extra cleaning charges if check out instructions (see attached) are not followed. Charge: A \$50.00 fee for every 30 minutes beyond the allotted time it takes to clean your unit will be assessed to your account. After unit inspections are completed you will be notified of any maintenance or housekeeping issues and charges.

PETERSON'S WATERFRONT

UNIT INFORMATION &

CHECK OUT INSTRUCTIONS

CHECK IN TIME **5:00 P.M.**

CHECK OUT TIME ***11:00 A.M.**

QUIET HOURS STRICTLY ENFORCED - 11 P.M. TO 8 A.M.

HOUSEKEEPING SUPPLIES LOCATED WITHIN YOUR UNIT

- 2 rolls toilet tissue per bathroom, 1 box of facial tissue per bathroom
- 8 sets of towels for a two bedroom, 6 sets of towels for a one bedroom
- 3 bars soap per bathroom, 1 Shampoo
- 2 extra blankets in closet and one in the closet for the hide-a-bed.
- Liquid dish detergent, dishwasher powder, 1 roll of paper towels, 8 garbage bags, 1 sponge
- 1 coffee, coffee filters —4 Splenda, 4 sugar packets, 4 creamer packets
- Additional supplies, if needed, may be obtained at the front desk for a nominal fee.

****WHEN DEPARTING:**

1. Wash and put away all utensils, dishes, pots and pans.
2. Place dirty dishes in the dishwasher and start the dishwasher.
3. Remove all garbage and recycling in the unit. Garbage cans and recycling containers are located on the lower level and underneath staircases. Dumpsters located in two places in the parking lot.
4. Leave all dirty towels on the floor in the main bathroom.
5. Open hide-a-bed if used.
6. Close fireplace doors and place fireplace buckets near garbage cans.
7. Air Conditioner/Heating upon departure:
 - a. Winter: Turn down heat to 60-65. Do not turn below 60
 - b. Summer: Turn down air conditioner to 75 degrees.
Please do not turn down below 70—unit will freeze.
8. Call Front Desk & notify of departure to avoid lake check out penalty. If you depart after hours please leave a message on the answering machine.

IMPORTANT!!

* We apologize but we cannot approve late check-outs during the summer peak season. Please ensure you prepare to check out by 11:00 AM. There will be a \$25.00 fee for every 15 minutes you occupy the unit beyond 11:00 AM.

**Your unit will be evaluated upon check-out by the Housekeeping Supervisor and General Manager for extra cleaning charges if check out instructions are not followed. Charge: A \$50.00 fee for every 30 minutes beyond the allotted time it takes to clean your unit will be charged to the credit card on file or assessed to your account.