

## **HOUSE AGREEMENT**

### **Guest Rooms**

**Responsible Committee: Indoor Common Space**

*Last reviewed: September 20, 2020*

#### **Mission:**

The PDXC community welcomes the opportunity to meet our members' extended family and friends and offer a comfortable place in our community for short-term stays, whilst maintaining the culture and integrity of the established PDXC community.

#### **General Guest Room Agreements**

- **Only family and friends invited by our residents may stay in our Guest Rooms.**
- All Guests will have a Resident-Host who will connect with them (minimally) at arrival for an orientation to the facility and again at departure for a room walk-through and key fob return.
- The Guest Room Team will oversee the reservations, scheduling, and cleaning of the Guest Rooms.
- Check in: 3 PM - Check out: 11 AM (These times may be modified upon request of the Guest Room Task Team, depending on Guest Room schedule.)
- Guest pets are not permitted – Guest Rooms are pet-free.
- The buildings and grounds of PDXC is a non-smoking property.
- In consideration of fire risk, open flames are not permitted.
- Food can be consumed in appropriate common spaces, but not in the Guest Rooms.
- Guests are invited to use the Common Spaces, respecting the Agreements of the Community (including Quiet Hours).
- Children must be supervised by a responsible adult.
- If sharing Community meals, Guests will pay the community rate for that meal (children 6 and under are free).
- Hosts will be asked to reimburse the HOA for any damages to the PDXC facility/grounds (beyond normal wear and tear) resulting from their invited Guest's stay and for any lost key fobs.

#### **Use of the Guest Rooms by Members of the Community**

- The *primary purpose* of the Guest Room is to house our Guests in a clean, comfortable, convenient space during their stay with us.
- There is a general expectation that once Guest Rooms are cleaned for the next Guest, they will remain at that level of cleanliness until the next Guest arrives.

## *PDX Commons Condominium Owners' Association*

- Community members may use Guest Rooms when they are not reserved for Guests as long as they *leave the room as clean and ready for Guests as it was when they found it.*

### **Reservation Summary**

- *Reservations* (rolling) – Up to 6 months in advance of stay (first day of multiple-day reservation)
- *Maximum length* of reservation – 7 nights (actual stay is flexible, depending on whether room is reserved before/after stay)
- *Cleaning* –
  - *Option 1:* The Host cleans and restocks, according to protocol
  - *Option 2:* The Host hires an approved cleaner to clean and restock the room

See PROCEDURES for details of how reservations can be made, how high-peak holiday periods will be handled, host cleaning standards, and other details.

**Note:** PDXC cannot receive rental fees or donations for Guest Room use without a Short-Term Rental Permit, as per Portland City Code.

*Adopted 5/21/2017, 9/20/2020*