

LA SCALA PROCEDURES AND RULES FOR USE OF GUEST SUITES 2020

1. Guest suites are part of the common elements and are for the use and convenience of the Unit Owners and their guests while the **HOST OWNER IS IN RESIDENCE**. The guest suites are **NOT** for public or extended use.
The rules and procedures are subject to change without notice.
2. Reservations are to be made through the Manager's office only. Call Isabella at 239-949-7339 or email lascalaatthecolony@msn.com
3. Request for reservations will be handled on a first come, first serve basis; however, both suites may not be reserved by one unit owner, unless no other requests are received for the same dates. To assure that all unit owners have fair and equitable access to the suites for their guests. The guest suites may not be booked more than two months in advance. In addition, a lottery will be held 3 months in advance for the peak holiday periods of Christmas, New Year, Easter and Thanksgiving.
4. The maximum stay for guest is seven days, unless the manager has specifically authorized an extension, for not more than seven additional days.
5. The guest suite use fee is currently \$100 per night year-round. Notify the manager at least 24 hours prior to the date for which the guest suite is reserved, for any need to cancel the reservation.
6. If a cancellation notice is not given 24 hours in advance, there will be an appropriate charge billed to the Unit Owners account, not to exceed the guest suite rental fee unless the manager is able to still rent the suite.
7. Guests may register and pick-up guest suite keys at the Manager's office or from the front desk concierge after 3PM at which time, guests are required to complete the registration form with the information requested. Check out time is 11:00AM on the day of departure. The host resident should make arrangements for their guests to enter The Colony Security gate at Coconut Road (239-947-9950) and get a pass for the guests' vehicle.
8. A billing statement will be presented or e-mailed to the Host unit owner prior to the guests' arrival and is due on or before the guests' departure.
9. The La Scala housekeeping personnel will provide fresh towels daily and change the sheets every three days.
10. The building is equipped with WI-FI in the suites and in the common areas of the building.
11. The Host unit owner will be responsible for any damage to the guest suite, the common elements or other Association property caused by their guest, as well as for the guests' compliance with all the applicable Condominium Rules and Regulations. *It is the unit owners' responsibility to review these rules and procedures with their guests.*
12. Florida Law prohibits smoking in the guest suites or any of the common areas of the building. Guest compliance is *mandatory* and appreciated.
13. Pets are not permitted to stay in the guest suites, except for handicap persons with Seeing Eye dogs with the proper documentation.
14. Remote for TV.... Hotwire Communications
15. **DO NOT** walk the common areas or elevators with bare feet, be appropriately dressed and do not have any open beverages in the common areas.

THANK YOU AND ENJOY YOUR STAY AT LA SCALA
