

Guidelines for Use of Scott House Facility

The use of any or all the facilities of Scott House must follow certain guidelines to insure all owners, tenants and guests receive the maximum benefit while complying with safety norms and being in compliance with our insurance policy.

Only owners can book rooms in Scott House. Bookings for Scott House are to be made with the designated Booking Person. Booking person will notify RPG of the rentals and they will notify the owner to let them know of the liability/responsibility associated with any guest room rental.

Payment for room bookings shall be payable in advance of the date(s) booked, cash or cheque payable to Richmond Property Group in Trust for VIS 5366.

Owners are responsible for and will be billed for:

- damage costs should they occur
- excessive cleaning costs
- unpaid room rental
- non returned keys

This is a **non-smoking facility** which includes the house and surrounding grounds.

Bedrooms

There are 2 bedrooms, one with a queen bed and the other with twin beds.

- House guests will have a coffeemaker in their room and access to a small bar fridge on the bedroom floor. The kitchen is **not** for guest use.
- The **bathroom may be shared by other guests**. Remove all personal items after each use.
- The pool may be used by house guests.

Check in time is 4 pm. Check out time is 11 am

Fireside Room & Kitchen

- These rooms may be booked for personal parties. The resident booking the rooms must be on premises when the event takes place.
- The resident booking the room is responsible for set up and cleanup for their personal event.
- Out of consideration for other house guests, events must end by 10:00 pm. Later times are possible but must be discussed with the booking coordinator.

Pool & Exercise Room

For use of owners, tenants and their guest(s)*

*A guest is anyone who is staying in your unit or renting a room in Scott House. This does not include someone visiting from Salt Spring Island to use the pool.

Please remove your shoes at the entry door. Fitness centre users require a clean exercise floor area and space is very limited.

Pool Procedures:

- Your swipe card is for your use only. It must not be given or lent to anyone.
- All users must take a shower before entering the pool.
- Food and drink are absolutely not permitted in the pool area.
- Parents with young children who use the pool must ensure they are toilet trained or that they wear appropriate swimwear. **NOTE: If your child contaminates the pool by urination or defecation, you will be held responsible for the cleaning and possible re-filling of the pool.** Please take dirty diapers home with you when you leave the pool.
- An adult must accompany all children who are under the age of 18.

Pool Parties:

- Parties may be booked by residents for a maximum of 2 hours start to finish (including change room time.) Bookings must be made through Richmond Property Group.
- Bookings must be made 2 weeks prior to the date to allow notice to other residents.
- The resident booking the event must be present during the event and is responsible for cleanup after the event.
- Individual households may not book parties more than twice in a given calendar year.

Children and Pool Use:

- Under 7 years of age children must have a ratio of one adult supervisor for every 2 children OR a certified lifeguard booked & paid for by the individual requesting the use of the pool..
- Children between the ages of 7 and 15 must have a ratio of one adult supervisor for every 5 children.
- Children between 16 and 18 require one adult supervisor.

Exercise Room Procedures:

- All persons must be 16 years of age to use any exercise equipment. Any children in the exercise room must be under adult supervision.
- Exercise equipment is to be used in accordance with instructions posted in the exercise room.
- Exercise equipment must be cleaned after use as per instructions posted in room.

No outdoor footwear to be worn on exercise machines