

**RIVER FOREST COMMUNITY ASSOCIATION**

**GUEST ROOM AGREEMENT**

**All Rooms are Non-Smoking!**

I, \_\_\_\_\_ (member name), agree to the following terms upon receipt of the key(s) to GUEST ROOM:      (B - \$30)      (Efficiency - \$35)      (Circle one or both)

**Donation check or cash due on receipt of key(s) – Donation check made out to RIFCA**

**I will be responsible for the cleanliness and good condition of the guest room(s) during, and at the completion of their use.**

**Before returning the key, I agree to:**

- **Remove used linens from beds, bathroom; recover bed with spread.**
- **Laundry sheets, pillow cases, towels, face cloths, bath mats and return to guest room**
- **Vacuum carpet; dust furniture**
- **Clean bathroom floor, sink, toilet and shower**
- **Clean microwave and refrigerator (if applicable)**
- **Remove all trash and place in rear outside trash & recycling containers**
- **Turn off water valve under toilet**
- **Turn off air conditioner**
- **Securely close windows; lock door**
- **Return key to Guest Room Coordinator**

**I understand that if the room is not satisfactorily cleaned, or if there is any damage, I will be responsible for any expense required to restore the room to its original condition.**

**I understand that NO PETS are permitted in the rooms at any time.**

**I understand that my guests may not enter the main Clubhouse unless a club member accompanies them.**

**Any exceptions to this agreement must be authorized by, and signed for by the RIFCA President, or the Guest Room Coordinator.**

Signed \_\_\_\_\_ (Club Member)      Date: \_\_\_\_\_

**Date(s) room/efficiency to be reserved: (B) \_\_\_\_\_ (Efficiency) \_\_\_\_\_**

**Number of nights room(s) to be reserved: (B) \$30 x \_\_\_\_\_ (Efficiency) \$35 x \_\_\_\_\_**

**Total donation due: \$ \_\_\_\_\_**

\_\_\_\_\_  
**Guest Room Coordinator/President**