

**GUEST SUITE—CONDITIONS OF USE AGREEMENT**

**This rental agreement may be rejected, modified, or terminated at the discretion of the Board of Directors when deemed necessary.**

Please read the Conditions of Use Agreement carefully. Complete it and then send the Booking Application.

1. Renters refer to individuals renting the facility, specifically the Guest Suite.
2. Renters of the Guest Suite **are required to follow this User Agreement.**
3. Cost of rental is **\$35.00 (cash) per day**. The maximum number of days per booking is seven.
4. Renters must submit a **\$300.00 damage deposit (cash or cheque payable to Park Place Meadows Condo Plan # 062 1415)** and a **\$50.00 non-refundable booking fee (cash only)** with their completed application to the Building Monitor.
5. The front door FOB also requires a deposit cheque for \$100.00 **(cash or cheque payable to Park Place Meadows Condo Plan # 062 1415)**. We will return the check after you return the FOB.
6. Following the event, renters must return the space to its original condition. Renters must clean all areas and properly dispose of all garbage.
7. **Check-out from the Guest Suite is 11:00 AM, at which time a “walk-through”** of the suite will take place with the Renter and the Key Holder. If all is in order, we will return the damage deposit. If damages or loss of property occur and exceed the damage deposit, we will bill the owner for the remaining charges.  
**Note that 11:00 AM is firm—deviation from this time will result in a monetary loss of \$100.00.**
8. **Use respect, and no smoking is allowed.** The Renter accepts full responsibility for the behaviour of their guests. Please show consideration for the facilities, contents, and use as intended.
9. **No pets.** Only certified service dogs are allowed.
10. **Security.** Renters must lock doors and secure the Guest Suite and its contents whenever they have the keys/FOB. Any theft from the Guest Suite because of inadequate security will be the renter’s responsibility.
11. **Capacity** is two adults and two children under the age of 16.  
**☐ Suite availability and capacity are subject to all Alberta Health Services (AHS) guidelines, such as COVID-19 Public Health Restrictions.**
12. The Renter is responsible for locking the Guest Suite and ensuring that the contents are secure when the Renter possesses the key. The Renter is liable for any theft and/or damage that may occur for the duration of the rental.
13. **Converge and the Board will not be responsible for damages resulting from injury, illness, loss, or theft to anyone using the facility.**
14. If you cancel more than one booking during the calendar year without giving 48 hours’ notice, you will automatically lose the damage deposit of \$300.00.

Non-adherence to the bylaws can result in a monetary fine(s) according to PPM Condos Bylaws for violators.  
All Owners/Tenants should review the Condominium Bylaws – available at [www.ppmcondos.ca](http://www.ppmcondos.ca).

PARK PLACE MEADOWS CONDOMINIUM CORPORATION NO. 062 1415

GUEST SUITE BOOKING APPLICATION

[www.ppmcondos.ca](http://www.ppmcondos.ca)

**Instructions:**

- Read and understand the Guest Suite Conditions of Use Agreement
- Submit the completed Booking Application form to the Building Monitor—email a scanned copy to [meadowsbookings@hotmail.com](mailto:meadowsbookings@hotmail.com) or slip it under the Manager's Room door on the second floor near the middle elevators.
- Renters must submit their completed application to the Building Monitor
- You will receive a confirmation email once we approve your booking application. Submit the form.
  - ✓ **\$35.00 (cash) per day,**
  - ✓ **\$300.00 damage deposit** (cash or cheque payable to Park Place Meadows Condo Plan # 062 1415),
  - ✓ **\$50.00 non-refundable booking fee (cash only),** and the
  - ✓ **\$100.00 FOB fee** (cash or cheque payable to Park Place Meadows Condo Plan # 062 1415), if required.
- The Building Monitor will provide you with the Guest Suite access key 24 hours before booking.

**Personal Information Protection Act (PIPA) Consent**

To allow Converge and/or a Board representative to contact you directly and consider your request to rent the Guest Suite, please complete the following form. By submitting this application, you agree to the processing of this form and to being contacted. You may withdraw your consent at any time in the future.

For questions about the collection and use of this personal information, contact the PPM Condo Board Manager at Converge Condo Management, [info@convergecondo.com](mailto:info@convergecondo.com), 587-462-6762, 11810 Kingsway NW, Edmonton, AB, T5G 0X5.

Rental Information			
Registered Owner(s) Name		Unit #	
Name of Primary Renter		Renter Email	
Number of Occupants (see point 11)		Renter Contact Number	
Arrival Date	MM/DD/YYYY	Departure Time	MM/DD/YYYY
Number of Days		Total	
Understanding of Agreement by Renter			
Initials Required: <input type="checkbox"/> Read and understand the Guest Suite Conditions of Use Agreement and agree to follow and accept responsibility. <input type="checkbox"/> Understand that I need to vacate the room by 11 pm.			
Owner's Signature	I have read and understand the Guest Suite Conditions of Use Agreement and agree to comply and accept responsibility.		
Date	MM/DD/YYYY		

## Building Monitor Review List

### Deposits – Confirmation of Return

- ☐ \$300.00 Deposit (Cash or Cheque payable to Park Place Meadows Condo Plan # **0621 415**).
- ☐ \$100.00 FOB fee (Cash or Cheque payable to Park Place Meadows Condo Plan # **0621 415**), if required.
- ✓ (Cash or Cheque payable to Park Place Meadows Condo Plan # **0621 415**).
- ☐ Yes ☐ No

Deposit returned on MM/DD/YYYY

Returned to whom: \_\_\_\_\_

### Rental and Booking Fee – Confirmation of Receipt

- ☐ \$35.00 cash per day total:
- ☐ \$50.00 Non-Refundable Booking Fee, cash only.
- ☐ Fees paid on MM/DD/YYYY

### Building Monitor Room Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Queen-size bed with mattress cover                                     | <input type="checkbox"/> Colander                              |
| <input type="checkbox"/> 1 table & 2 chairs   | <input type="checkbox"/> 1 cutting board                       |
| <input type="checkbox"/> 1 armchair   | <input type="checkbox"/> 1 drawer dresser with 3 drawers       |
| <input type="checkbox"/> Small fridge   | <input type="checkbox"/> 1 frying pan                          |
| <input type="checkbox"/> Television & remote control  | <input type="checkbox"/> 1 Dyson Fan                           |
| <input type="checkbox"/> 1 side table   | <input type="checkbox"/> 1 air conditioner with a remote       |
| <input type="checkbox"/> 1 lamp   | <input type="checkbox"/> 2 cooking potholders                  |
| <input type="checkbox"/> 1 drip coffee maker  | <input type="checkbox"/> 5 cloth hangers                       |
| <input type="checkbox"/> Microwave  | <input type="checkbox"/> 4 place mats                          |
| <input type="checkbox"/> Toaster  | <input type="checkbox"/> 1 standing light lamp                 |
| <input type="checkbox"/> Dish set for 4 (1 piece missing)                                       | <input type="checkbox"/> 2 plastic bowls                       |
| <input type="checkbox"/> 12 Glasses   | <input type="checkbox"/> 2 trash bins                          |
| <input type="checkbox"/> Cutlery set for 4  | <input type="checkbox"/> A set of 4 knives with a wooden cover |
| <input type="checkbox"/> 7-piece pot & pan set  | <input type="checkbox"/> 3 plastic containers (S, M, L)        |
| <input type="checkbox"/> 1 cookie tray  | <input type="checkbox"/> 3 white & 2 black coffee cups         |
| <input type="checkbox"/> 1 dish rack  | <input type="checkbox"/> 2 beer mugs                           |
| <input type="checkbox"/> 1 each of spatula, flipper, bottle opener, can opener, & veggie peeler | <input type="checkbox"/> 4 small decorative plastic plants     |
| <input type="checkbox"/> Set of salt and pepper shakers   | <input type="checkbox"/> 2 plastic bowls                       |
|   | <input type="checkbox"/> An overdoor hanger                    |