

Guest Suite Rules

Two guest suites are available for rental at Shipp's. The **Small Suite** can be rented on a daily basis, while the **Large Suite** may be rented only on a weekly basis.

1. Only owners and renters can rent the guest suites on behalf of their guests. (Renters must have a valid **"Certificate of Approval of Renter (Leaseholder)"** on file at Shipp's Office).
2. Owners or renters must be in residence at Shipp's when their guests are occupying the guest suites.
3. Current room rates are posted on Shipp's Landing website. New rates approved at the November Board meeting in the annual budget will be applicable to all reservations the following year.
4. The Small Suite may be rented for one day to one week (longer if available after reserved time is used) at the daily rate posted on the Shipp's Landing website.
5. The Large Suite may be rented by a unit owner or renter for a one-week period **from November 15 through April 30** (longer if the suite is available after the reserved time is used). If the Large Suite is available after season, it may be rented for less than the required minimum stay for a daily rate posted on the Shipp's Landing website.
6. Requests for reservations may be made no earlier than six months in advance of the date of the reservation in person at the office, by phone or electronically. All reservations will be made on a first-come, first-served basis.
7. Reservations are limited to a maximum of 2 reservations per unit owned, in season from **November 15 through April 30**. Only one reservation is allowed per month per unit owned. At a date no earlier than 4 months in advance of the desired reservation, if either the Small or Large Suite is still available, additional days may be rented.
8. To book a reservation the total amount must be paid in full by check or credit card at the time of the reservation. Dates cannot be saved or held without full payment. Cancellations are only valid if made thirty days in advance of the initial lease date. 25% of your payment or a minimum of one night stay is non-refundable if cancelled within 30 days prior to your arrival time. In the event you need to cancel due to death or medical emergency of an immediate family member, you may receive a refund provided you notify the office 72 hours before your arrival time and provide supporting documentation.
9. Occupancy time for each suite: **3:00 PM arrival - 10:00 AM departure**.
10. Family members and guests must comply with all House Rules & Rental Restrictions.
11. Keys to the guest suites must be returned to the office immediately upon departure or may be placed in the office mail slot. Lost keys shall incur a charge of \$50.
12. Smoking and vaping are not allowed in the guest suites.
13. Any damage done during guest stay is the responsibility of the unit owner/renter sponsoring the guest. Owner/renter will be billed for any property loss or damage, including linens and housewares.