



Dear Guests:

We care a great deal for the Aspen Lodge and in order for others to enjoy, we ask that you please leave it looking the same as it did when you arrived. If cleaning instructions are not followed, or items are found missing or broken, all or part of your deposit will be charged. We also ask that you do not move large objects such as electronic equipment, furniture etc. Joe or Dyan would be happy to assist if you need an item in a different space. That saves your group from the liability of something getting broken.

**CHECK-IN/OUT TIMES:** Check-in arrival time is no earlier than noon and departure check-out is 11 am. We cannot guarantee that every individual room will be ready before 3 pm but will do our best.

**HORSES:** The horses love to be petted and are all friendly and like treats. We just ask that all guests stay on the **OUTSIDE** of corrals, pens and pastures and all enclosures remain locked. This ensures your safety and that of our herd.

**PETS:** Well-behaved, potty-trained pets are welcome. It is a \$10/per day fee per pet. Please pick up pet waste in common areas. We reserve the right to ask you to leash or remove your pet from the property if it becomes dangerous to our livestock, disruptive or destructive.

**PARKING:** Vehicles may park at the main lodge circle or in the designated areas by the Bunkhouse, Chalet & cabins. Please do not block any roads. Please do not drive on walking paths or trails.

**LIGHTS:** Please turn lights & electronics off if you are not using them. Whoever is the last person in the Lodge at night please turn off the lights. The hall lights in the Bunkhouse & the Chalet all have individual switches located next to the glass globes.

**KITCHEN:** Make sure to turn **ON** the fan when using the grill in the kitchen or the commercial fire extinguisher system will engage.

**TRASH:** It is recommended to keep trash and food in containers or trash bins. If trash and food is left scattered outside it will attract bears.

**GAMES:** We love for families to play games! Please keep all the game pieces together and in the correct boxes so future families can have the same fun. The same applies to DVD's.

**SMOKING:** Smoking is ok in designated outside areas and absolutely **NO** smoking in buildings. Please extinguish carefully as we are in a flammable area and dispose of butts in containers.

**FIREWORKS/FIREARMS:** We do not allow the shooting of fireworks or firearms on the property.

**CAMPFIRES:** Campfires are normally ok as we are on private land... unless we are in a Red Flag Warning. Please ask Joe or Dyan to make sure if you plan a campfire and make sure that a hose is on hand at the campfire circle. Campfires are only allowed in the designated campfire area. Propane grills and propane fires are ok in other areas as long as the space is clear of flammable items.

**NEIGHBORS:** We have neighbors and we respect their privacy. Please do not trespass on private property. Please keep quiet hours between 10 pm to 7 am.

**PRIVATE AREAS:** Please respect the areas marked "private" "storage" "equipment" or "maintenance". These areas are not for guest use. In emergency after hours, Joe and Dyan can be reached in the Lodge private living-quarters.

**NATIONAL FOREST:** There are two access points into the National Forest. If you would like to explore, please do so out of one of the two gates. Hikers, bikers or horses can all use the trails. Understand that there is wildlife in the forest. You may encounter elk, deer, coyotes, bears, mountain lions, javelina or wolves. Some of these animals, especially elk & deer, share this property. Please stay back and let them have their space.

ATV's: ATV's are allowed but must maintain a speed of no more than 10 mph around the property and cannot access the National Forest out of the 2 gates. ATV's must go down the dirt road back to Hwy 191 and can access the forest via a motorized route. Our trails and our agreement with the Forest Service do not include motorized vehicles.

POOL TABLE: The wooden window shades must be lowered in order to protect the windows from damage when playing pool. Please do not set any food or liquid on the pool table.

WIFI: Wifi is available in the main lodge but it is limited in the rural backcountry. We ask that it is used only for work or group activities. If everyone logs on, there simply won't be any left.

ROOM KEYS: Each room must sign-in/sign-out to get/return the keys. There is a \$25 charge each lost room key.

WARNING: This is an older property and we are making improvements but there are many hazards to watch out for. There can be broken glass, wires, metal etc in the ground, trees and branches not secure, stairs & handrails that we haven't addressed yet. Please be careful and keep an eye on your children.

Please treat the Aspen Lodge with respect as if it were your own home and if you need anything, Joe & Dyan would be happy to assist your group. Feel free to ask any questions and do not hesitate to let us know if something is not working. We want your visit to be as positive as it can be! We welcome suggestions as well!

#### **Lodge Check Out:**

- Please wash all dishes, put away & wipe counters
- Take trash to outside trash cans or trash trailer
- Clean grease off griddle & wipe down stove
- Remove items from refrigerators & wipe
- Wipe down all chairs & tables before stacking them
- Sweep & mop floors in kitchen & dining room
- Put away games etc in Great Room
- Dry mop/sweep Great Room
- Tidy restrooms & empty trash cans
- Pick up trash & personal items around outside of lodge
- Move chairs, tables, games, sports equipment, toys etc back to the original place

#### **Bunkhouse & Cabins Check Out:**

- Please take trash to outside trash cans or trash trailer
- Tidy the common area, put away games/movies etc.
- Sweep the common room
- Remove used sheets and place on the floor in a pile
- Used towels can be piled in the bathroom
- Tidy restrooms & empty trash cans
- Remove items from refrigerators and wipe
- Used coffee cups should be taken to the Lodge for washing
- Check all closets and drawers for personal items

A final walk-through will be required before the person making the reservations can check-out. All buildings that were used by the group will be inspected for cleanliness and damage. The Aspen Lodge will be responsible for laundry, vacuuming and sanitizing.

I have read and agree to the above. I will also share with my group so they are all aware.

Signed \_\_\_\_\_ Date \_\_\_\_\_