

**Leamington Mennonite Home
Complex**

POLICY AND PROCEDURE

CATEGORY: Complex	SUBJECT: Guest Quarters	SECTION: G POLICY: 2
DATE: March 2012	Administrator's Signature: _____	
REVISION DATES: April 2013, November 2014, July 2020		

GUEST QUARTERS

POLICY:

To accommodate and provide lodging to guests related to tenants in the Complex or Residents in the Leamington Mennonite Home. The Guest Quarters are in the Gardens Condominiums, 29 Pickwick Drive, Units 142 and 242. For the benefit of all renters, both Guest Quarters are a Non-Smoking accommodation. The following procedure is to be used for booking the Guest Quarters.

PROCEDURE:

1. Reservations are made through the Front Office of the Leamington Mennonite Home (519-326-6109) on a first come, first serve basis.
2. Guests/Residents must provide their own bedding, linens, and toiletries. No laundry facilities are available. Housekeeping services are not provided.
3. Check-in time is after 3:00pm. Check-out time is by 11:00am.
4. Keys are to be picked up at the Leamington Mennonite Home: Front Office after 3:00pm or at the Retirement Residence Nurses Station after 4:30pm and on weekends. Key return must be made to Leamington Mennonite Home upon departure from the Guest Quarters. (To ensure room readiness, those reservations which are booked on the same day as check-in, keys are available from the Retirement Residence Nurses Station no earlier than 7:30pm).
5. NO SMOKING is allowed in the building.
6. NO pets are allowed.
7. Rental cost of this unit is \$60.00 per night. Payments can be given in cash or cheque made out to the Leamington Mennonite Home upon check-in.
8. Furniture and appliances are not to be moved.
9. Guests will be informed if they are required to clean the unit prior to vacating (in the event of another reservation at times when LMH cleaning staff are not available). All dishes must be washed and stored before leaving the unit.
10. Please take all garbage to the designated garbage room in the building when you leave.

NOTE: *Payment for the entire reservation will be expected from the Guest/Resident unless a full or*

partial cancellation has occurred at least 48 hours in advance.