

POLICIES RELATED TO THE RENTAL COTTAGE

Eligibility and Procedures

- Must be a member of the KCHS
- Fees are established by KCHS board
- To provide availability for all members, reservations are limited to one week per season for the reservation period 6-1-xx to 6-7-xx. After 6-7-xx, a member can reserve the cottage for any week that is available.
- Pay a deposit for reservation
- Deposit is considered non-refundable except as follows:
 - Due to an illness or injury to a family member
 - If a cancelled week is re-rented. Note: Partial rent refunds can be made
- No pets
- Pay rental balance soon after arrival
- Check-in Saturday 3:00 pm (first day of rental)
- Check-out Saturday 12:00 noon (last day of rental)
- Renters supply following:
 - Bed linens, bath and kitchen towels, toiletries, food
- KCHS provides: Trash bags, cleaning supplies and equipment, blankets, pots, pans, dishes, fully equipped kitchen, telephone for local calls only 337,289 exchanges (no long distance), cable TV
- No smoking

RESERVATIONS, CONFIRMATIONS, BILLING

- Members call 906-289-4613 on June 1st at 10:00 AM EST to reserve a week for the following year. Members are requested not to call before 10:00 AM. Reservations are accepted on a first come first serve basis.
- In January of the following year, the year of the reservation, a form letter is sent to members who made reservations. The following is requested/confirmed:
 - Confirm week selected*
 - Request \$100 deposit be sent to KCHS treasurer by March 1st
 - Indicate balance due on arrival including MI sales tax
- A notice in the rental cottage directs renters to pay their balance to the lighthouse worker

Revised 8/11/2011