



Employee Housing Guidelines and Agreement

On behalf of Rosario Resort & Spa, we would like to welcome you to Orcas Island! Living in Rosario Employee Housing will give you the unique opportunity to interact with a variety of employees with different backgrounds and interests. To make the experience as memorable for you and for everyone else around you, it is expected that you will consider and respect the feelings, attitudes, safety, welfare, and interests of others. It is important to avoid infringing on other people's rights. We require that all employees be responsible individuals both on and off the job. If you follow the simple guidelines below, your stay in Rosario Employee Housing should be an enjoyable one.

The Employee Housing Agreement is a legal and binding agreement. We urge you to read your copy of the entire document. Employees are responsible for all conditions stipulated in the Employee Housing Guidelines/Agreement and the Rosario Employee Handbook, as well as local, state, and federal laws.

Employees are required to vacate Rosario Employee Housing immediately after employment has been terminated either by the employee or by Rosario Resort & Spa. Employees who successfully complete their work agreement will have twenty-four hours to vacate the premises, unless arrangements have been made in advance by Management.

1. Rosario Employee Housing consists of basic accommodations for staff employed by the Resort. Units may be shared due to the number of employees requiring housing. All Unit changes must be pre-approved by the General Manager.
2. Upon arrival, you may be given responsibility for various inventory items. All items will be identified on an Inspection/Inventory Sheet that will need to be verified and signed by you upon arrival. These items will need to remain in the Unit.
3. Our employees work different shifts and sleep various hours. **CONSIDERATION OF OTHER EMPLOYEES AND QUIET TIME IS VERY IMPORTANT.**
 - a. **MANDATORY QUIET TIME is 10:00 PM to 10:00 AM.**
4. Housing rates are deducted from each paycheck.
 - a. If you arrive or leave in the middle of a pay period, you will be charged a prorated daily rate.
5. A refundable Security Deposit of **\$50.00** is required and will be deducted from your second paycheck. Rates are subject to change with a two-week prior notification.

6. Each employee has the following responsibilities:

- a. Keep his/her Unit and common areas of the building neat and clean. (Porches/picnic tables, laundry room, trash containers, parking lot, and fire pit area).
- b. Each employee is responsible for his/her guests.
- c. Keep any furnishings in good condition and kept within their proper Unit. Do not switch furniture.
- d. Keep all valuables protected. Rosario Resort & Spa recommends not keeping valuables or cash in your Unit.
- e. Report any necessary maintenance/repairs to your Manager or to the Director of Engineering.
- f. Take away all personal belongings and clean your room when vacating Rosario Employee Housing.

7. Each employee agrees to abide by the following rules and guidelines. Rosario Employee Housing privileges and employment may be terminated if rules and guidelines are not followed.

- a. Overnight guests are not allowed and visitors under 18 are not allowed.
- b. **No smoking** allowed inside Units or on the porches. You must be far enough away from the Units in consideration of roommates and neighbors.
- c. Loud noise and/or loud music are not allowed in consideration of roommates and neighbors.
- d. Controlled substances, weapons, violence or any illegal acts are strictly prohibited.
- e. Employee will pay for any damage caused to the Unit or any property belonging to Rosario Resort & Spa.
- f. Pets are not allowed at Hilltop or Coho. Pets at Wildwood Apartments must be preapproved by the General Manager.
- g. **No** open flames in Units or on porches, **No**, outdoor fires at any time.
- h. No vehicle maintenance that could potentially release contaminants into the ground.

8. Rosario Employee Housing is subject to random Unit checks.

9. Rosario Resort & Spa reserves the right to inspect Employee Housing at any time or to perform necessary maintenance.

10. Rent for Rosario Employee Housing continues until employee has returned his/her keys to their Manager.

11. No tents, camping, or sleeping outside.

12. Employee is responsible for own phone and own transportation.
13. The General Manager may assign roommates if necessary. Any changes in Unit assignments are to be approved prior to any re-assignments.
14. After vacating Rosario Employee Housing, the Unit will be inspected by Management. If not satisfactory, fees/fines may be applied, such as:
 - a. \$50.00 Security Deposit will not be refunded.
 - b. An Inventory fee will be deducted from your final paycheck if the basic kitchen, bedding, and bathroom items are not returned or if damaged.
 - c. A \$200.00 Cleaning fee may be deducted from your final paycheck.
 - d. A \$200.00 Abandoned Vehicle fine will be deducted from your final paycheck.
15. Failure to abide by any Manager's directives may result in termination of Rosario Employee Housing.

RECEIPT OF EMPLOYEE HOUSING AGREEMENT

- I have read, understand, and hereby agree to abide by these Rules and Guidelines as outlined above.
- If applicable, I hereby authorize Rosario Resort & Spa to deduct Resort Housing fees and fines in accordance with above agreement.
- I understand that Rosario Resort & Spa will pay for my basic utilities.

Check in date

Check out date

Location _____ Unit assigned

Housing Rate _____

Signature _____

Print Name _____

Department _____

Date _____

Vehicle Make, Model & License #

RETURN THIS SIGNED RECEIPT TO YOUR MANAGER OR HR MANAGER

For HR/Payroll Purposes Only:

_____ **\$50.00 Security Deposit withheld on final paycheck**

_____ **Inventory fee charged on final paycheck**

_____ **\$200.00 Cleaning fee charged on final paycheck**

_____ **\$200.00 Abandoned Vehicle fine charged on final paycheck**

_____ **\$50.00 Security Deposit refunded on final paycheck**