

EVERGREEN CABINS  
P.O.BOX11 COOKSBURG,PA.16217  
RESERVATION POLICIES/AGREEMENT

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**RENTAL ACKNOWLEDGEMENT:** Guest acknowledges and understands that he/she is a licensee of the owner and not acquiring any interest in the property. We reserve the right to refuse serviced at our discretion.

**VERIFICATION:** A copy of the Guest's driver's license is required at check in, plus a copy of any credit cards used to pay for rental.

**USE OF THE PREMISES:** Occupancy and use of the premises shall not be such as to disturb or offend neighbors. The management has the right to terminate this agreement and ask disruptive guests to vacate the premises with no refund of monies paid.

**CHECK IN/CHECK OUT POLICIES:** The Guest[s] understand and agree that check in time is no earlier than 4:00p.m. and check out time is no later than 10:30 a.m. with no exceptions. An additional ½ night stay will be charged for late checkouts. All guests who arrive after hours will be provided with a map and key to the cabin for pick up at our office on site at the cabins. Late arrivals will need to visit the office by 11:00 a.m. next day to complete paperwork. Guests who do not complete check in paperwork by the end of business hours the day after arrival will be assessed a \$35.00 late processing fee. Guests agree to abide by all guidelines given at check in. A valid credit card must be presented and imprinted upon arrival as security against damages.

**USE OF THE PREMISES:** Guests understand they are solely responsible for any property damage, accident, injury to any person[s] or loss sustained by any person, including loss of money, jewelry and other items of personal property, arising out of or in any way related to the guest[s] use of the premises or the items of personal property provided by Evergreen Cabins. Guest[s] shall inspect and be familiar with proper use and application of such items in the cabin prior to using them. Guest[s] hereby agrees to indemnify and hold Evergreen Cabins harmless from any and all claims including those from third parties, arising out of or in any way related to guest[s] use of premises or of the items of personal property provided therein. Guest[s] assume the risk of injury or losses relating to any recreational activities and will hold the management and Evergreen Cabins harmless with respect thereto.

**DAMAGE/THEFT:** Guest[s] agrees to leave the premises in a clean, undamaged condition. If the unit is not left in the same condition in which the Guest[s] found it, the guest[s] understands and agrees that Evergreen Cabins and management reserves the right to charge the guest[s] for any repairs or special cleaning. The guest[s] will provide a credit card upon check in as a security deposit. Guest[s] hereby authorizes Evergreen Cabins and management to charge any expenses related to the repairs or cleaning of the unit beyond normal wear and tear or related to theft of any property from the unit to the guest[s] credit card on file. Should the guest[s] dispute the charges or the credit limit on the card not be sufficient to cover the theft and/or repairs/cleaning required due to excessive use of the cabin, Evergreen Cabins reserves the right to charge the guest[s] with vandalism and pursue collection from the guest[s] with venue being in the county of Jefferson, state of Pennsylvania. All reasonable attorney fees will be at the expense of the guest[s] should collection become necessary. Items missing from the cabins will be replaced at current retail value plus a \$25.00 service fee and charged to the guest[s].

**MINIMUM STAYS:** We have a two night minimum stay on all reservations. Holiday weekends require a three night minimum stay.

**PAYMENT:** At the time of reservation, 50% of the reservation will be charged to your credit card or a personal check must be received within 5 days of making your reservation. The balance must be paid upon check in using credit card, cash or check. No keys will be given out before balance is paid. The first to arrive in larger groups must be prepared to pay balance upon arrival in order to receive keys unless balance is paid by credit card before check in date.

**CANCELLATIONS:** Any cancellation is subject to our no refund policy. If cancellations are made 30 days prior to arrival date the guest[s] may reschedule a reservation at any time without penalty [within 1 year] providing a cabin is available. Bad weather is not a valid reason for cancellation, however if conditions are such that Interstate 80 is closed we will transfer the reservation any time within 1 year as stated previously.

**HOUSEKEEPING DUTIES:** Guest[s] understand and agree that they will perform the following housekeeping duties before vacating the cabin:

1. Wash all dirty dishes.
2. Place all used linen by the living room door.
3. Dispose of all food from cabinets and refrigerator.

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1. Wash all dirty dishes.
2. Place all used linen by the living room door.
3. Dispose of all food from cabinets and refrigerator.

4. Gather all garbage from all trash cans and place in the dumpster prior to departing.
5. Secure the cabin by locking all doors and windows before departure
6. Turn the refrigerator temperature control to #1 and cabin thermostat to 55 degrees F.
7. Turn cabin key into the office upon departure.

**OCCUPANCY:** Cabin occupancy is to be limited to the number stated as maximum capacity in our brochure and in the cabin. There can be no exceptions to the rule even if the guests are children. No tents, campers, or RV's are permitted on the grounds. THE MINUM AGE TO RESERVE OUR CABINS IS 21 (TWENTY-ONE) YEARS OF AGE AND THE PERSON RESERVING THE CABIN MUST BE WITH THE GROUP AT TIME OF OCCUPANCY. PERSON RESERVING THE CABIN ASSUMES ALL RESPONSIBILITY, BOTH PERSONALLY AND FINANCIALLY, FOR THE ACTIONS OF THE MEMBERS OF THEIR PARTY. Groups renting multiple cabins should have one person responsible to assign cabins and collect money for their group. No keys will be given out until balance owing for cabin(s) is paid. NO REFUNDS OR CREDITS WILL BE GIVEN FOR LATE ARRIVALS OR EARLY DEPARTURES. Special price break of one free day after four days rental is given only if the days are successive and in the same cabin.

**ALCOHOL:** You are permitted alcohol in our cabins , however Evergreen Cabins is a family oriented resort and alcohol should not be prominently displayed. ABSOLUTELY NO KEGS ARE PERMITTED. NO LOUD OR BOUSTEROUS BEHAVIOR IS PERMITTED. WE RESERVE THE RIGHT TO ASK YOU TO LEAVE WITH NO REFUND OF ANY SORT. We reserve the right to refuse service to anyone.

**CABIN SUPPLIES:** Evergreen Cabins will provide a starter supply of toilet paper and trash can liners. **Guest must bring their own personal soaps, paper products, garbage bags, pots and pans, and towels for kitchen and bath.** All cabins are supplied with linens, coffee pot, toaster, microwaves, dishes , silverware and glassware as well as kitchen utensil and hairdryers. All cabins are inventoried upon checkout. Guest(s) will be charged for any missing or damaged items on the credit card on file.

**SMOKING AND PETS:** We **DO NOT** permit smoking in any interior. Smoking outside or on porches is permitted. Guest must use container provided for safe disposal of butts for fire safety and housekeeping reasons. Dogs are welcome at \$10.00 extra per night per dog. Owners are responsible, both financially and legally, for their pets behavior. All dogs **MUST** be leashed or tied at all times. Owners **MUST PICK UP AFTER** their pets and dispose of the waste properly in bags. Anyone not declaring a dog or multiple dogs will be charged double (\$20.00) per night per dog on credit card on file.

**MALFUNCTIONS:** Everything possible has been done to be sure the cabin and our resort is ready for your stay. We strive to maintain the cabin in such a way as to insure that you experience a clean and safe cabin. There are circumstances beyond our control and we will make every effort to deal with any malfunctions or breakdowns . While we cannot refund any monies due to these issues we will respond as quickly as possible to make repairs or restore services. In rare instances we may move guests to another cabin if it becomes necessary and it is available. In the case of power failures due to storms etc., these things are completely beyond our control, and will in no way constitute a refund of any monies or services.

NAME OF GUEST \_\_\_\_\_ DATE \_\_\_\_\_

DATE OF STAY \_\_\_\_\_ CABIN # \_\_\_\_\_