

## SEASPRAY POLICIES AND CONDITIONS

- **OFFICE HOURS** are Monday through Saturday 8:00 am until 5:00 pm, and 10:00 am until 4:00 pm on Sundays. We are closed Sundays from November 1 until April 1. **Check-in time is after 3:00 pm. Check-ins later than 5:00 pm must be prearranged. Check out time is before 10:00 am.** Late checkouts are not possible if the unit is reserved on your departure date. A late check-out may be arranged one day prior to check-out for \$10 (plus tax) per hour up to 12:00 noon, after which a full day's rent is required. **If you require after-hours emergency assistance (Ex: AC/Heat not working or a water leak), the Seaspray emergency phone number is posted on the office door as well as the back page of this booklet. Please keep your unit keys with you when leaving the condo. You will incur a lockout fee if a staff member needs to come to the property to assist you.**
- **DAILY RESERVATIONS** - A \$300 down payment towards the balance is due upon booking your reservation. A payment must be made with a major credit card. Seaspray accepts MasterCard, Visa, American Express, and Discover. **The remaining balance of rent is due 30 days prior to arrival. The balance will automatically be charged to the card we have on file on the 30<sup>th</sup> day prior to your arrival. All reservations include a cleaning and booking fee.**
- **WINTER GUEST/MONTHLY RENTALS** - the 1<sup>st</sup> month's payment is required 60 days prior to arrival. Subsequent payments are due 30 days prior. We require a \$300 damage deposit in addition to the monthly rent. A payment must be made with a major credit card. The damage deposit will be returned after the unit is cleaned and inspected. **All reservations include a cleaning and booking fee.**
- If you arrive after office hours, please come to the office to check in the next morning.
- If you will be checking out prior to office hours, please drop your unit keys through the mail slot located at the bottom of the office door.
- **No refunds will be given for early departures.**
- **We do not guarantee specific units; however, we make every effort to accommodate your request.**
- **Please report any damages to the front office within one hour of your arrival.** Please notify the front desk of any other housekeeping or maintenance issues immediately so they can be addressed.
- To maintain our "Family oriented" atmosphere, no units will be rented to vacationing young adults under 25. The only exception to this policy is vacationing married couples.
- Some items you may want to remember to bring for your condominium stay: paper towels, toilet paper, SOS pads, dish scrubbers, dishwasher detergent, coffee and coffee filters, ice chest, beach and pool towels, and beach blankets. **Only an initial supply** of the following items will be supplied in your condo: dishwasher detergent, trash bags, paper towels, bar soap and toilet paper.
- **Attention Pet Owners: Please declare your pet at check-in.** A limited number of our Seaspray owners allow pets up to **30 lbs. only. There is a \$150 fine for violation of this policy.** Undeclared pets will be grounds for immediate eviction and forfeiture of all monies held by Seaspray. Limit of 2 pets per applicable unit. The pet fee is \$25 (plus tax) per pet, per night. Pets are not allowed in our courtyard, pool area or the beach. Okaloosa County law prohibits pets on the beach. Pets are allowed on your patio or balcony. The pet relief areas are at the most Northern part of the complex and we ask that you please be considerate and pick up after your pet. No pet shall defecate or urinate on ANY portion of the lawn or other common areas other than the designated pet areas.
- **DAILY RESERVATION CANCELLATIONS – must be received 30 days prior to your arrival date and will incur a \$100 cancellation fee. All reservations not canceled 30 days prior to your arrival date will result in the forfeiture of your rent. For daily guests changing the reservation in any way within the cancellation period (30 days) may result in an additional fee of \$100.**
- **WINTER GUEST/MONTHLY RENTALS – cancellations must be received 60 days prior to your arrival date and will incur a \$50 cancellation fee per month. March (1/2 month) cancellation fee is \$25. The change fee for monthly guests is \$250.**
- **HOUSEKEEPING** – The linen exchange schedule will be provided at check-in. Please do not take condo towels to the beach. Special towels are available at housekeeping for removing make-up or cleaning up spills.
- **Monthly Guests** – an initial supply of Seaspray linens is provided at no charge. You may wash the linens in the coin laundry room, or you may exchange them at the housekeeping department for a fee of \$10.00 (plus tax) per exchange. Please pay the fee at the office prior to requesting a linen exchange.
- **For your convenience:** laundry detergent, ice, sunglasses, and t-shirts are sold at the front office.
- Dumpsters are located on both the east and west sides of the property.
- Seaspray offers free beach service to our daily guests from March 1<sup>st</sup> thru October 31<sup>st</sup>. Free service includes one umbrella and two chairs every day of your stay. Additional sets may be rented from the beach attendant. No glass is allowed on the beach. Please use the trash containers provided. **No pets are allowed on the beach.** County fines can be up to \$500 dollars. Okaloosa County ordinance *Section 16-43* **does not allow for tents or tent stakes** to be left on the beach overnight. Items left on the beach interfere with county maintenance of the beach and will be removed and discarded. As per Okaloosa County ordinance *Section 16-43*, **smoking or use of vaping devices is not allowed on the beach. Caution: A red flag means it is unsafe to swim in the Gulf.**
- **Gym** - The access code is given at check-in. Children under sixteen (16) years of age are not permitted in the gym at any time unless accompanied by a parent. Proper footwear (closed-toe sneakers) must be worn. Use at your own risk.
- **Coin laundry** is located near the back of the office. Quarters are available at the front desk.
- **Gas grills** are available for rent from the front office. Grilling or cooking is prohibited on balconies and patios (State Fire Code). A picnic area with gas grills is located behind the pool area and is free for all our guests to enjoy. Grills of any kind are not allowed on the beach.
- Shuffleboard, horseshoes, and volleyballs can be signed out at the front office.
- **For our guest safety**, no skateboards, rollerblades, bicycles, or scooters are allowed on the property. **Seaspray accepts no liability for any accidents that occur because of these activities.**
- **The Clubhouse** can be reserved for the personal use of Seaspray owners and guests. Personal use is limited to parties, dinners, reunions, club meetings, and other such activities by Seaspray Guests and Owners only. There is a charge of \$225 per day. Group rates for the daily use of the clubhouse are available for groups renting five or more units. Five or more units / \$100 per day for two days; 10 or more units / \$100 per day for four days. The clubhouse can be reserved for commercial use by Seaspray guests and owners on a case-by-case basis as approved through management with payment due 30 days prior to rental of the clubhouse. The seating capacity is 60. There is a \$100 cleaning fee and a \$400 refundable damage deposit.
- **Pool hours are 9:00 am until 10:00 pm.** Due to safety concerns and in consideration of others, air mattresses or floats are not allowed in the pool, and tents are not allowed to be erected in the pool area. Glass containers of any type are not allowed in the pool area. State law requires no food or drink within 5 feet of the pool. Do not remove any pool furniture; it is to remain in the pool area. **There is no smoking permitted in the pool area. No speakers or radios are allowed at the pool without the use of headphones or earbuds.**
- **Parking permits** will be provided upon check-in. **One parking space per unit is guaranteed. A second vehicle may be parked along the fence if space allows. Seaspray parking does not allow for boats, RVs or campers to be parked on Seaspray property. Violations of this rule may incur a fee of \$150 per day fee.** A list of local boat docks and dry storage is available at the front desk upon request. Small trailers (for wave runners, motorcycles, canoes, and kayaks) may be parked along the fence, providing that they do not extend beyond one parking space. Vehicles not displaying a parking permit will be towed away at the owner's expense.
- **Abusive behavior, language, or destruction of Seaspray property will be construed as grounds for eviction and forfeiture of all monies held by Seaspray.** Blocking hallways or stairwells with coolers, beach equipment, or other items is prohibited by the Fire Marshall.
- **CONDUCT THAT IS STRICTLY PROHIBITED:** Possession or use of unlawful drugs, visible intoxication, lewd and/or lascivious conduct, theft, fighting or quarreling with others, use of Seaspray premises for immoral, illicit, or illegal activity, conduct or use of language which disturbs the peace or comfort of others, renting under false identification, exceeding maximum occupancy limit of occupied unit and acts which injure the reputation, dignity, or standing of Seaspray Condominium Association.
- **There is a minimum \$150 charge for smoking in condos.**
- **Removal of the furniture from the balconies and patios or furniture from the units is prohibited. Please do not hang towels, swimming suits or clothing over the balconies, patio walls, railings, stairs or shrubs.** Please do not leave boats, floats, or plastic beach items on the grass in the courtyard. The heat from the sun will quickly burn the grass underneath.
- **DEPARTURES:** Please leave the unit reasonably clean by taking out the garbage (dumpsters are in the parking lot along the fence) and loading and starting the dishwasher. **Food should not be left in the refrigerator or in the unit. Please turn in the room key card(s) to the front desk.**

Policies, rates & fees are subject to change.