



EMPLOYEE HOUSING MANUAL

Move in date: _____

Housing Location: _____

<i>Process Fee (non-refundable):</i>	<i>\$ 50.00</i>
<i>Security Deposit:</i>	<i>\$ 200.00</i>
<i>Advance Rent:</i>	<i>\$ _____</i>
<i>Other Rent:</i>	<i>\$ _____</i>

Your Move In Total: \$

Contents

Welcome to Kirkwood’s Employee Housing	2
HOUSING FACILITIES	3
RENEWICK EMPLOYEE HOUSING.....	3
RED CLIFF’S EMPLOYEE HOUSING.....	3
A-1 (209) 258-7430 B-1 (209) 258-7442	3
C-1 (209) 258-7436 D-1 (209) 258-7439	3
EMPLOYEE YOUTH HOSTEL.....	3
HOUSING SERVICES	4
LAUNDRY.....	4
GARBAGE.....	4
CABLE TELEVISION.....	4
HEAT/WATER/SEWER/ELECTRICITY.....	4
Utilities in Kirkwood are extremely expensive and conservation is very important. Due to the increased cost of supplying electricity to housing units, a program has been set in place that will give tenants of Renwick and the Youth Hostel the opportunity to earn reduced rent for energy conservation. This program does however set limits as to how much kilowatt usage will be paid for by Employee Housing, you will billed for any power consumption over that limit. This program has been developed as an alternative to raising rent fees.....	4
RENEWICK CREDIT AND CHARGE RATE.....	4
Under 600 kilowatts monthly- You will receive credit for every kilowatt under this amount at the current rate (divided between both tenants if residing in a double.)*.....	4
TELEPHONES.....	5
RENTER’S INSURANCE.....	5
OCCUPANCY.....	6
All tenants must be 18 years of age to live in employee housing.	6
MOVES.....	6
INSPECTIONS.....	6
PARKING.....	7
NOISE.....	8
CLEANLINESS.....	8
NO PETS.....	8
UNAUTHORIZED SWIMMING POOL OR SPA USE.....	8
FIREARMS / PAINT BALL GUNS OR ANY OTHER ILLEGAL WEAPONS.....	8
ALCOHOL.....	9
“KEGS” ARE NOT ALLOWED IN EMPLOYEE HOUSING UNITS.	9
ILLEGAL DRUGS.....	9
ABUSIVE BEHAVIOR.....	10
UNAUTHORIZED PROPERTY.....	10
GUESTS.....	10
PROPERTY DAMAGE.....	10
SMOKE DETECTORS.....	10
WINDOWS & ROOFS.....	10
RENT AND DAMAGE/CLEANING DEPOSIT.....	10
CHECK-OUT.....	11
DAMAGE AND MAINTENANCE.....	11
REPORTING DAMAGES OR MAINTENANCE NEEDS.....	12
EMERGENCIES.....	12
REPORTING A NUISANCE.....	12
LOCK OUTS.....	13

Welcome to Kirkwood's Employee Housing

The goal of this manual is to familiarize you with the policies and procedures, which govern our employee housing facilities. Our policies and procedures are designed to give each resident a comfortable and safe place to live while enjoying the great skiing, boarding and mountain environment Kirkwood has to offer.

For the comfort and courtesy of your fellow residents, please be a good neighbor/roommate, and abide by the policies and procedures in this manual at all times.

Employee housing is a privilege and not a condition of your employment with Kirkwood Mountain Resort (KMR). The housing privilege is provided only in conjunction with your employment. Therefore, upon termination of employment your ability to live in employee housing will terminate and you must vacate your housing unit immediately.

If you have questions about any aspect of your living situation, please feel free to contact a member of the employee housing staff.

We are here to help you.

Sincerely,

The Employee Housing Staff

Employee Housing Office: Ext. 7295

HOUSING FACILITIES

RENWICK EMPLOYEE HOUSING

Units 1-8 33674 A Loop Road, Kirkwood CA. 95646
Units 9-16 33674 B Loop Road, Kirkwood CA. 95646
Units 17-24 33674 C Loop Road, Kirkwood CA. 95646

The Renwick complex consists of unfurnished one and two bedroom apartments intended for use by year-around employees and seasonal supervisors. Coin operated Laundry facilities are located in building C.

RED CLIFF'S EMPLOYEE HOUSING

A/B Towers 1543 Kirkwood Meadows Drive, Kirkwood CA. 95646
C/D Towers 1541 Kirkwood Meadows Drive, Kirkwood CA. 95646

The Red Cliff's complex consists of four furnished bedroom apartments in four towers (A, B, C and D towers). There are three units per "tower" and each unit consists of four bedrooms and a living/kitchen area. Each bedroom has its own bathroom and sleeps two employees, for a total of eight people per unit.

A-1	(209) 258-7430	B-1	(209) 258-7442
A-2	(209) 258-7431	B-2	(209) 258-7413
A-3	(209) 258-7432	B-3	(209) 258-7435
C-1	(209) 258-7436	D-1	(209) 258-7439
C-2	(209) 258-7437	D-2	(209) 258-7440
C-3	(209) 258-7438	D-3	(209) 258-7441

Pay phone near laundry **(209) 258-9850**

EMPLOYEE YOUTH HOSTEL

Units 1-8 33674 D Loop Road, Kirkwood CA. 95646

Pay phone in Youth Hostel hallways **(209) 258-9852** AND **(209) 258-9853**

The Youth Hostel consists of 28 bedrooms, 14 bathrooms, 8 kitchenettes and 2 recreation rooms that are completely furnished and equipped.

HOUSING SERVICES

LAUNDRY

There are coin laundry facilities located in the basement of Red Cliff's "C" Tower, in Renwick Building "C", and on the first floor of the Youth Hostel.

GARBAGE

Is included with your rent. Dumpsters are located between Red Cliffs housing and Red Cliffs lodge and next to the vehicle shop at Renwick.

CABLE TELEVISION

Cable television is supplied at no additional cost to each housing complex. CNN, TNT, A&E, PBS, Discovery, History Channel, Learning Channel, CMT, VH1, MTV are just a few of the over thirty channels offered. Channel 4 has a complete listing. If you are living in the Youth Hostel or Renwick you can expand your channel selection by procuring a digital cable box from the Employee Housing Office. A \$50 deposit will be required, refundable upon your move out and the return of the cable box and remote in perfect condition.

HEAT/WATER/SEWER/ELECTRICITY

Utilities in Kirkwood are extremely expensive and conservation is very important. Due to the increased cost of supplying electricity to housing units, a program has been set in place that will give tenants of **Renwick** and the **Youth Hostel** the opportunity to earn reduced rent for energy conservation. This program does however set limits as to how much kilowatt usage will be paid for by Employee Housing, you will be billed for any power consumption over that limit. This program has been developed as an alternative to raising rent fees.

RENWICK CREDIT AND CHARGE RATE

Under 600 kilowatts monthly- You will receive credit for every kilowatt under this amount at the current rate (divided between both tenants if residing in a double.)*

Over 1200 kilowatts monthly- You will be charged for every kilowatt exceeding this amount, under the same conditions as above.*

YOUTH HOSTEL CREDIT AND CHARGE RATE

Under 125- You will receive credit for every kilowatt under this amount at current rate (divided between all tenants of the unit.)*

Over 250 kilowatts monthly- You will be charged for every kilowatt exceeding this amount, under the same conditions as above.*

** These rates will be reviewed annually and are subject to change.*

ENERGY CONSERVATION SUGGESTIONS

- Lower heat to lowest setting when not at home, or turn off completely. Lower settings when sleeping.
- Limit time spent in the shower as much as humanly possible.
- Do not leave water running.
- Do not open windows for cooling
- Use only energy efficient compact fluorescent bulbs using 20 watts or less and turn off when not needed.
- Notify the housing department of any heating or draft issues.

TELEPHONES

Most of the employee housing units have been wired for telephones. Red Cliffs units have phones in the common areas for service within the Kirkwood valley only. If you would like to have a private phone line connected to your unit you can contact Volcano Telephone Company at 209-258-8501. This telephone will be in your name and you will be responsible for all costs.

RENTER'S INSURANCE

As with any rental property, renter's insurance is recommended to protect your belongings against fire, flood, theft, etc. Employee housing accepts no responsibility for loss or damage to your property.

EMPLOYEE HOUSING POLICIES & RULES

Failure to follow these policies and rules will result in immediate termination of the Residence Agreement resulting in loss of housing privileges and possibly termination of your employment at Kirkwood.

OCCUPANCY

All tenants must be 18 years of age to live in employee housing.

The procedures and policies regulating occupancy are for your protection and to maintain a reasonable environment where you live. Employee housing is to be used by authorized employees of Kirkwood Mountain Resort (KMR) only. Department managers make housing assignments based on their assigned allocations. The Housing Department administers contracts, policies, and procedures and distributes keys. Anyone living in employee housing without authorization by the Housing Department is trespassing and **will be prosecuted to the fullest extent of the law**. Overnight guests are not permitted in Employee Housing.

MOVES

You may request a housing move or KMR may require that you move from one unit to another to maintain maximum occupancies, complete maintenance items or resolve disputes. You will be given a minimum of 48 hours to relocate if KMR requires you to move. To request a move, you must first obtain the approval of your KMR department manager. Your manager will submit the request to the Housing Department. No swapping of rooms or changing of accommodations is allowed without prior authorization. ***Trades are not permitted.***

INSPECTIONS

Kirkwood Employee Housing staff reserves the right to enter the premises at any time for the purpose of inspection, and when necessary to make repairs.

Also, regular, unscheduled inspections will be made by members of the Employee Housing Department of all employee housing units for fire safety, cleanliness, damage, or upon reasonable suspicion of unlawful activities. If your unit is in unacceptable condition, you will be given a written warning. If the situation is not immediately cured your housing privilege will be terminated and you will need to immediately vacate the premises.

PARKING

Parking is very limited in Kirkwood and made more difficult by heavy snowfall. At times, so much snow may fall that your car will become buried. You must regularly clear the snow from your vehicle so that it is clearly visible. If you are going to be away from the valley for any duration of time, ask a neighbor to clear the snow from your vehicle. **Kirkwood Mountain Resort will not be responsible for damage to buried or unmarked vehicles caused by snow removal equipment during normal snow removal activities.**

Red Cliffs Residents –

All Red Cliffs Employee Housing residents must park in the Upper Red Cliff's Lot. All vehicles must park in the center of the lot. No overnight parking against the snow bank is allowed. Parking is not allowed in the Lower Red Cliffs Lot or on the Power House roadway at any time. The parking area to the south between the Red Cliffs Lodge and the Employee Housing Office is also prohibited.

Renwick/Youth Hostel Residents –

All Renwick and Youth Hostel Employee Housing residents must park their vehicle in front or back of the Renwick/Youth Hostile Buildings. Parking on Kirkwood Meadows Drive or the parking lot above the Vehicle Maintenance shop is not allowed at any time.

MOVE-IT OR LOSE-IT TUESDAYS!!!!!!!!!!

RED CLIFFS RESIDENTS

Red Cliffs residents must move their vehicles from the south end of the Upper Red Cliff's lot to the north end of the Upper Red Cliff's lot by 8:00am on EVERY Tuesday. Red Cliffs residents must move their vehicle back to the south end of the employee parking lot between 5:00pm and 6:00pm. Under no circumstance is any Kirkwood employee vehicle allowed in the Lower Red Cliffs Parking Lot.

RENWICK/YOUTH HOSTILE RESIDENTS

Renwick and Youth Hostile Employee Housing residents must move their vehicles to the Middle Seven Lot on Loop Rd. by 8:00am on EVERY Tuesday. Renwick/Youth Hostile residents must move their vehicle back to the Renwick/Youth Hostile buildings between 5:00pm and 6:00 pm. Under no circumstance is any Kirkwood employee vehicle is allowed in the Upper Vehicle Shop Parking Lot located along Kirkwood Meadows Dr.

Other Important Rules of Parking are:

- **Only one vehicle allowed per employee.**
- During periods of heavy snowfall you may be asked to park your car in designated "Snow Emergency Parking Areas".
- If your vehicle becomes disabled, please notify Parking and Transportation Department. You will be given bamboo poles to mark your vehicle. NOTE: ALL BAMBOO IS COLOR-CODED – DO NOT REMOVE BAMBOO FROM THE MOUNTAIN, SNOW MAKING OR OTHER DEPARTMENTS IN ORDER TO MARK YOUR VEHICLE! ***YOUR VEHICLE MUST BE REPAIRED OR REMOVED FROM KIRKWOOD PROPERTY WITHIN 24 HOURS!***
- Do not block fire hydrants or you will be ticketed and towed.
- **Word of warning** – Both Snow Removal and Parking & Transportation departments have the authority to have your vehicle towed if you are parked in the wrong place at the wrong time.

NOISE

Respect the rights of others. Excessive noise (loud music, etc.) is not permitted at any time. Additionally, quiet time is enforced between the hours of 10:00pm and 7:00am every night (no exceptions).

CLEANLINESS

All residents will share in the cleaning of common areas. Residents are expected to maintain a clean and orderly accommodation. Brooms, mops and dustpans are provided for each housing tower. Vacuums may be checked out at the Employee Housing office. You must leave your Season Pass or Driver's License to check out a vacuum.

NO PETS

Pets of any kind are no longer allowed in Employee Housing. Anyone found to be keeping a pet will lose their housing privileges immediately.

UNAUTHORIZED SWIMMING POOL OR SPA USE

ANY UNAUTHORIZED KIRKWOOD EMPLOYEE FOUND IN THE MASTER OWNERS ASSOCIATION (MOA) POOL AREA, SPA, RECREATION CENTER, HEALTH CLUB, WEIGHT ROOM, SAUNA OR HOT TUB WILL BE TERMINATED FROM KIRKWOOD MOUNTAIN RESORT AND PROSECUTED BY THE MOA FOR TRESPASSING.

FIREARMS / PAINT BALL GUNS OR ANY OTHER ILLEGAL WEAPONS

Firearms, fireworks or explosives are not permitted in Kirkwood Employee Housing. If you are found in possession of the above items your housing privilege will be terminated.

ALCOHOL

Kirkwood is not a sanctuary from the enforcement of state and local laws.

Employees and their guests who violate the law may be and have been arrested and prosecuted. Employee's who violate the law will also be evicted without prior warning.

Generally it is a criminal offense:

1. To provide any alcoholic beverage to a person under 21.
2. To provide any alcoholic beverage to an obviously intoxicated person.
3. For any person under age 21 to purchase or be in possession of alcohol.
4. To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
5. To operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher.
6. To have an open container of alcohol in a motor vehicle and for persons under 21 to drive a vehicle carrying alcohol.
7. To have in one's possession or to use false evidence of age and identity to purchase alcohol.
8. To charge admission or solicit a donation where alcohol is served, unless a liquor license has been obtained from the Alcohol Beverage Control.

CIVIL LIABILITY

While the law regarding civil liability is complex, it is important to know that under some circumstances party host, sponsors, bartenders, or others might be held liable for the consequences of serving alcohol to under-aged drinkers or to obviously intoxicated persons. As a social host or party planner you could be sued and potentially be found personally liable for damages to the injured party(ies).

"KEGS" ARE NOT ALLOWED IN EMPLOYEE HOUSING UNITS.

ILLEGAL DRUGS

While living in employee housing, use, possession or cultivation of any unlawful substance, or possession of any drug related paraphernalia such as "bongs" and other items found in CA. H&S code 11014.5, or any other infraction addressed in Kirkwood Mountain Resorts Drug and Alcohol Policy may result in immediate termination of your employment. You will be evicted from employee housing immediately and proper authorities will be notified of your conduct.

ABUSIVE BEHAVIOR

Fighting and/or abusive language or behavior is not permitted at any time. Employees and their guests will be removed or may be evicted from employee housing.

UNAUTHORIZED PROPERTY

Weight benches; drum sets, amplified musical instruments, and ski/board tuning benches are not permitted at anytime.

GUESTS

Guests are only allowed in employee housing units until 10PM. **Residents MUST be with their guests at all times.**

PROPERTY DAMAGE

Causing property damage, defacing company property or the property of others in employee housing is not permitted. Placing stickers on windows, refrigerators or furniture is considered damaging property.

SMOKE DETECTORS

Smoke detectors are there for your safety. Please do not remove or disable them.

WINDOWS & ROOFS

Please do not jump out, or encourage others to jump from any windows or roofs into snowdrifts. Tenants will be evicted for this action and employees and guests will be removed from Kirkwood property.

RENT AND DAMAGE/CLEANING DEPOSIT

Upon signing the Residence Agreement, each tenant will pay two weeks rent and a damage/cleaning deposit of \$200.00. Your damage/cleaning deposit will be returned less any damages, shortages, breakage or losses within 3-4 weeks after vacating your housing. To ensure you receive your full damage/cleaning deposit, check out with the Housing Department prior to leaving Kirkwood so you can resolve any damage or cleanliness issues promptly.

If an additional roommate is authorized in Renwick, an additional charge of \$100.00 per pay period will be incurred.

Rent deductions appear in code on your paychecks as follows:

SECD	Security Deposit for Cleaning/Damage
RENT	Rent
RBK	Misc. rent (i.e. odd amount of days at the beginning and/or end of employment, change of housing assignment, etc.)

CHECK-OUT

You must check out of your housing unit in order to receive a refund of your damage/cleaning deposit. You will not be considered fully checked-out of your unit until the following are accomplished:

1. All of your possessions are completely out of the unit. Any personal property left behind will be considered to have been abandoned 72 hours after your departure, and Kirkwood Mountain Resort may dispose of such property as permitted by California Law.
2. The unit is entirely clean. This includes vacuuming, dusting, emptying all dresser drawers and kitchen cabinets, and taking out trash and a thorough cleaning of the bathroom.
3. A housing termination form has been completed and submitted to the Housing Department office.
4. Any additional rent owed before leaving Kirkwood Mountain Resort is paid in full.
5. A walk-through has been completed with a member of the Housing Department to review any cleaning, damage, shortages, breakage or losses.
6. If your employment has been terminated you will be given 24 hours to vacate Housing. Kirkwood reserves the right to reduce or eliminate this 24-hour notice at any time.

DAMAGE AND MAINTENANCE

Normal wear and tear is expected. Abusive damage is not tolerated. We understand that accidents will occur, and it is up to each tenant to report and assume responsibility for such incidents. More than not, accidental damage is the result of horseplay, rowdiness or irresponsible actions. Remember that you are responsible for your housing facility. Malicious or repetitive damage will result in the loss of your housing privileges. The cost of repairing such damage will be withheld from your paycheck and/or your damage/cleaning deposit. Costs for repairing damage in common areas may be charged equally to all residents of the housing unit if individual blame cannot be assigned. Any damage above and beyond your deposit will result in prosecution against you for damages.

Below are some examples of some damage charges:

<u>Description</u>	<u>Estimate cost of repair</u>
<i>DRY WALL DAMAGE</i>	<i>\$ 50.00</i>
<i>STICKERS ON ANY SURFACE.</i>	<i>\$ 20.00</i>
<i>BURNS ON ANY SURFACE</i>	<i>\$ 200.00</i>
<i>STAINS ON ANY SURFACE</i>	<i>\$ 200.00</i>
<i>WAX ON ANY SURFACE</i>	<i>\$ 200.00</i>

<i>BROKEN OR CRACKED WINDOWS</i>	<i>\$ 300.00</i>
<i>BROKEN LIGHT FIXTURES</i>	<i>\$ 100.00</i>
<i>BROKEN MIRRORS</i>	<i>\$ 75.00</i>
<i>DAMAGE TO ANY APPLIANCE</i>	<i>\$ 750.00</i>
<i>DAMAGE TO FURNITURE</i>	<i>\$ 500.00</i>
<i>DAMAGE TO TOILETS</i>	<i>\$ 500.00</i>
<i>DAMAGE TO TOILET SEATS</i>	<i>\$ 100.00</i>
<i>DAMAGE TO GARBAGE DISPOSALS</i>	<i>\$ 150.00</i>
<i>DAMAGE TO DOORS AND LOCKS</i>	<i>\$ 200.00</i>
<i>DAMAGE TO DOOR FRAMES</i>	<i>\$ 100.00</i>
<i>DAMAGE TO PHONES</i>	<i>\$ 100.00</i>
<i>DAMAGE TO FAUCETS</i>	<i>\$ 100.00</i>
<i>DAMAGE TO HEATING SYSTEMS</i>	<i>\$ 500.00</i>
<i>DAMAGE TO TV'S OR CABLE BOXES</i>	<i>\$ 300.00</i>
<i>KICKED IN DOORS</i>	<i>\$ 500.00</i>

A LABOR RATE OF \$30.00 A HOUR WILL BE CHARGED FOR ALL REPAIRS AND ANY OTHER DAMAGE NOT LISTED.

FIRE EXTINGUISHERS OR SMOKE DETECTORS REMOVED OR DAMAGED WILL BE GROUNDS FOR IMMEDIATE EVICTION FROM EMPLOYEE HOUSING!

REPORTING DAMAGES OR MAINTENANCE NEEDS

When damage occurs or you need maintenance repairs in your unit, report it immediately to the Housing Department. Some repairs may require outside service or contractors and may require a longer response time. *You will be held financially responsible for any un-reported damages.*

EMERGENCIES

DIAL 9-1-1.

Medical emergencies occurring between 8:30am and 5:00pm during ski season may be reported to the Medical Clinic located in the Red Cliffs Lodge. **If a medical emergency occurs at other times, dial 9-1-1.**

REPORTING A NUISANCE

Problems such as loud music, large parties, obnoxious or offensive behavior or dangerous activities, can be reported to the Security and Housing Department at ext. 7528. If you cannot reach them and the situation warrants it, call the Alpine County Sheriff Department at 530-694-2231.

LOCK OUTS

If you become locked out of your housing unit you may obtain assistance from the Housing Department or Security. Additional fees may be charged for lockouts after 5:00pm. Replacement keys are \$5.00. A re-keying fee of \$50.00 will be charged for replacement of any lost keys.

GRIVANCE PROCESS

Management of Employee Housing reserves the right to make decisions regarding your stay in Employee Housing. Also, you may or may not be given a warning to correct the problem if you violate any of the above rules / policies.

If you feel that any decision made by Employee Housing Management is unfair or not justified, you have the right to appeal the decision in writing. All appeals should be addressed to the Director of Human Resources for further consideration and review.

An Employee Housing review board will consider your appeal. And all decisions made by the review board will be final.

Attached to the back of this Manual is your check in inspection form. It is very important that you complete this form and return it signed, to the Employee Housing Office. This is for your own protection from being held financially responsible for any previous damages to your unit.