



# SUGARLOAF MOUNTAIN HOTEL

## SUGARLOAF MOUNTAIN CENTER CONDOMINIUM ASSOCIATION SPACE AVAILABLE PROGRAM

Space Available is an added value benefit for being an owner at the Sugarloaf Mountain Hotel. It is designed to allow owners to use a similar or lesser unit at times other than their quarter-share week. Space Available is allowed for owners, spouses, children, parents and grand parents. It is not available for friends or extended family. It is only granted when the hotel occupancy is projected to be less than 90% based on management discretion. Space available is usually possible in the summer and fall, and most midweek days. It is typically not available during mid-winter weekends, vacation weeks or holiday periods during the ski season due to expected high occupancy. Space Available is confirmed at the time of booking a unit.

Space Available reservations will be made from the bottom of the rotation list, reducing the possibility of any loss of owner's revenue. Special requests for kitchens, end units, views, floors and specific units will not be possible unless it appears at the bottom of the rotation list, and next to be assigned.

The owner's association dues, assessments and any other charges must be current in order to reserve a unit. If the requested date of the Space Available is during the owner's week, the agent will first attempt to move the Rental to another unit. In no case will an owner receive revenue for a rental and receive the benefit of Space Available.

The owner of record must call to reserve the room. Qualified individuals that are allowed to use the benefit of Space Available include: Parents, children, grandchildren and grandparents of the deeded unit owner. Only the owner of the unit quarter is allowed to reserve Space Available with authorized hotel staff. No one under the age of 18 is allowed to stay in a unit without being accompanied by an adult. Units/Quarters with co-owners are only allowed to have one owner using Space Available at a time.

Units cannot be reserved as a rental unit, and then at a later date, check-in or check-out be changed to Space Available for any reason. The unit owner is required to book the Space Available Reservation and provide a qualified name of the arriving guest. The name assigned to the reservation is the guest required to check-in. The guest must be the deeded owner, or valid family member as previously described under qualified individuals. In the event anyone misrepresents the assigned guest name and attempts to sign into the unit, the rate will be changed to rack retail and credit card charged.

**Owners must have signed rental agreements on file to use Space Available.** Owners must reciprocate their unit to participate in the Space Available Program; thus, an owner that has blocked out all their ownership dates/weeks, in any given month, will not be allowed to use the Space Available Program. Management will review the above criteria and make every effort to fulfill your request.

### TO MAKE A SPACE AVAILABLE RESERVATION:

1. You may call for Space Available reservations no earlier than 48 hours prior to desired check-in time. This means that for a Friday arrival you may not call for availability before noon on the preceding Wednesday. When traveling to Sunday River, you will be charged a Setup-fee plus the daily housekeeping fee.
2. A maximum of three nights may be reserved at the time of the call. Additional nights may be added only 48 hours prior to the extended stay and will require a room move. A new unit will be assigned based on rotation.
3. Housekeeping will be charged based on the room type reserved.
4. **Please call Brooklyn LeClair at 1.800.527.9879 or 207.237.4202, or email [bleclair@sugarloaf.com](mailto:bleclair@sugarloaf.com).**  
If Brooklyn is not at the Hotel, please ask for Scott, or email [srussell@sugarloaf.com](mailto:srussell@sugarloaf.com). Please make sure to call before 5 PM as Front Desk Staff are not authorized to make Space Available reservations in the evening. We do not accept walk-in reservations for this program.
5. You must go through your Owner Representative or authorized agent to secure reservations in this program. The same policies are also applied for Sunday River. Please call Brooklyn at the above number, she will make your reservations for you and provide a confirmation number.