



## RESERVATION AND USAGE INFORMATION

### When to submit your Reservation Request Form:

The following Reservation Schedule represents the beginning dates for submitting reservation requests. The schedule can be used to ascertain the earliest date a Reservation Request form can be mailed when requesting your week. (Example: If you own one week and request a seven consecutive night stay in May, you may mail your Reservation Request Form on or after the 15th of the previous July.)

Date representing the earliest a Reservation Request Form can be  
postmarked when requesting your week, by priority:

Month in which week requested falls:	Multiple Week Owner requests mailed on or after:	Single Week Owner requests mailed on or after:	Split Week requests mailed on or after:
JANUARY	February 15	March 15	April 15
FEBRUARY	March 15	April 15	May 15
MARCH	April 15	May 15	June 15
APRIL	May 15	June 15	July 15
MAY	June 15	July 15	August 15
JUNE	July 15	August 15	September 15
JULY	August 15	September 15	October 15
AUGUST	September 15	October 15	November 15
SEPTEMBER	October 15	November 15	December 15
OCTOBER	November 15	December 15	January 15
NOVEMBER	December 15	January 15	February 15
DECEMBER	January 15	February 15	March 15

- \* Reservations can be made by mail or phone, except Christmas and New Years Eve.
- \* Reservation requests received at The Ridge Sierra with postmarks prior to the proper beginning dates will be returned to the time-share owner for submittal within the date guidelines.
- \* All seven consecutive night stays begin on a Friday or Saturday.
- \* Split Week Usage consists of a four night and a three night stay to include only one Friday and Saturday night, used together. Failure to book both parts of a Split Week may result in losing your remaining Split time.
- \* Unreserved or unused reserved time cannot be carried over to any later period whether in the same or different calendar year. The only provision for saving or "accruing" time for future use is to reserve your week at The Ridge Sierra and then bank it with II or RCI, making sure to meet their requirements for future use.

- \* After the beginning dated for Reservation Request Submittal, a time-share owners chances diminish for obtaining the most popular weeks within their season of ownership. Therefore the association urges your early Reservation Request Submittal in accordance with the rules and regulations.
- \* The Ridge Sierra must have written authorization from you if tenants or guests are going to use your reserved Regular Use time in your absence.
- \* When using the II or RCI Exchange option you must first obtain a confirmed week within your season of ownership from The Ridge Sierra. When requesting time to exchange, please indicate so on your written request.
- \* Check in time is after 4:00 p.m., check out time is 10:00 a.m. Please observe these times so we may continue to offer you the high standards of service from our Housekeeping and Maintenance Departments.
- \* The maximum overnight occupancy in The Ridge Sierra suites is six persons.
- \* No pets are permitted.
- \* Registration Office hours are 8:00 a.m. to 8:00 p.m. Friday and Saturday, 9:00 a.m. to 5:00 p.m. Sunday thru Thursday. If you anticipate arriving after Registration Office hours please take a moment to call us in advance so we may arrange for a late check in.