QUAY CONDOMINIUM BUILDING RULES
FOR GUEST AND VISITORS

VEHICLE AND OCCUPANCY REGISTRATION FORM

Please take the time to provide us with the necessary information on the attached Quay Registration Form, available at the security desk. In order to expedite your check-in upon your arrival, please fill out the attached form and return it with your lease agreement. If you are unsure about your vehicle information, please be prepared to provide us with this information at the time of check-in. If there will be a handicapped or elderly person occupying the unit, please indicate this next to the person’s name on the attached form. This information is utilized by our Security staff to identify the floors in which individuals need assistance, if the building has to be evacuated for emergency purposes.

Parking passes will be required in the year 2012 starting from May 4, 2012 through September 29, 2012. **NO EXCEPTIONS.** Any vehicle that does not properly display a proper parking pass will be towed at the owner’s expense and risk. Please be aware it is the vehicle owners’ responsibility to make sure that the parking pass is “visible” and “properly displayed” at all times while parked on the Quay premises. If a vehicle is towed because the pass was not visible or properly displayed, it will be at the **vehicle owner’s** expense and risk. The Quay Condominium assumes no liability for towing cost or damage to a vehicle as a result from towing or while the vehicle is parked on the Quay premises.

Please note that only **“one”** parking pass is issued for every unit with a **$30 registration fee.** If you want or need **additional parking** passes, the **cost** to purchase a second pass is **$10 a day or $50 for the week.** Additional parking passes are sold on a **first come basis,** only if it is determined that additional spaces are available to be sold as a second parking pass. Absolutely **no** boats, trailers, jet skis, mobile homes, or over-sized vehicles are allowed on the property.

Additionally, no deliveries will be authorized during the season on weekends (after 8 p.m. Friday through Monday 8 a.m. May 1st to October 1st) Any deliveries and service contractors must be authorized by the unit owner and notification to security and/or the management office of a pending delivery or service call needs to be pre-arranged. Security will not allow anyone into a unit with the express authorization of the unit owner. Security can be contacted by phone at 443-614-1120 24 hours a day. Notifications may also be emailed to security at security@thequay.com.

Thank you, Quay Management

10700 COASTAL HIGHWAY OCEAN CITY MARYLAND 21842
OFFICE (410) 723-1550 FAX (410) 723-1563
**Please observe all posted rules in addition to these rules, at various locations**

### General Building Rules and Procedures:

1. Upon arrival, **EVERYONE must** register name & vehicle at the front Lobby Security Office. The proper parking pass must be displayed in all vehicles or the vehicle will be towed at the owner’s expense and risk.

2. Loading & unloading of luggage carts. **USE REAR ENTRANCE ONLY.** A driver’s license must be left with Security if you desire to use a luggage cart. Upon returning the cart after loading or unloading your license will be returned to you.

3. **No alcohol** in open containers is allowed on Quay property. **No smoking** inside common areas of building.

4. All trash must be disposed of in "plastic bags" only, and put down the **Trash Chute** located on each floor across from the elevators. Items larger than a trash bag such as pizza boxes, beer boxes, etc. are not to be put down the trash chute. These items should be taken to the dumpster area located outside on the North side of the building within the wooden gates and disposed of properly.

5. Renters encountering maintenance problems must call their rental agent or owner and report the problem.

6. No articles are to be hung over balcony rails. Anything thrown from the balcony is cause for immediate ejection. Rental agent or owner will be notified. **No refunds!**

7. City fire ordnance prohibits cooking on balconies, in common areas, or at any location on the Quay property.

8. If smoke from burning food in unit occurs, please open balcony sliders “first” to air out the unit. Do not open the unit entrance door to air out smoke, this will activate the building fire alarms. With the installation of the building sprinkler system within individual units, airing out your unit as quickly as possible is recommended.

9. Children are not to play in elevators, lobby, stairwells, and corridors or in any way interfere with quiet & comfort of other guests.

10. Please do not flush articles such as baby diapers, sanitary napkins, paper towels, cigarettes, etc. down toilets.

11. Absolutely **“no pets”** are allowed on the property unless it is the “owners”, pet! All pet owners must display a Quay Pet Tag or Quay Dog leash when with their pets while on Quay premises.

12. **Anyone wearing bathing suits either wet OR dry** must exit and enter the building through the **2nd floor Sun Deck or 1st floor Rear Entrance.** Bathers are **not** permitted to exit or enter the building through the front Lobby.

### Pool Regulations & Information:

1. The Pool Gates are secured by a lock that requires a code to be entered in order to gain access to the pool area. Please do not open the gates for anyone you don’t know.

2. Outside Pool Hours... Adult Swim (16 yrs/older) 10 am – 10:30 am, All swim 10:30 am – 6:00 pm Adult Swim (16yrs/older) 6:00 – 6:30 pm All swim 6:30 pm -10:00 pm

3. Inside Pool Hours...Adult Swim 9:00 am – 10:00 am, All swim 10:00 am – 10:00 pm

4. Rubber panties or Huggie’s Little Swimmers are required for all children wearing diapers or training pants.

5. No food or glass containers permitted in either pool area. Upper deck & sundeck by outside pool has tables for food & drink.
VEHICLE AND OCCUPANCY REGISTRATION FORM

RESERVATION # ___________________________ PERMIT # _______________ (Office use only)

Check-In Date ___________________________ Check-Out Date ___________________________

Occupying unit # ___________________________

Name of Person on Lease ______________________________________________________________

(Please print or type name clearly)

Address of Person on Lease _____________________________________________________________

___________________________________________________________________________________

Street or P.O. Box / Apartment or Suite)___________________________________________________

(City, State and Zip)

Home Telephone ___________________________ Cell Telephone _______________________________

Make/Model & Color of Vehicle __________________________________________________________

License Plate # and State ________________________________________________________________

Name & ages of all persons occupying unit: (please print clearly)

1) __________________________________________________________________________________
2) __________________________________________________________________________________
3) __________________________________________________________________________________
4) __________________________________________________________________________________
5) __________________________________________________________________________________
6) __________________________________________________________________________________
7) __________________________________________________________________________________
8) __________________________________________________________________________________

I have received, read, and will comply with the rules and regulations of the Quay Condominium. Violation of these rules will render my lease in default. Please return with your lease agreement.

Sign __________________________________________________________ Date __________

Welcome to the Quay Condominium and thank you for spending your vacation with us. We hope you enjoy your stay. Below are some important building rules and information that everyone must abide by to assure your visit is a pleasant one. If you have any concerns, the Security Office can be reached at all times by dialing (443) 614-1120 from the unit phone or by dialing 001 from the outside entrance phones.