



**Employee Housing  
Handbook & Lease  
Agreement  
2023-2024**

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## WELCOME TO THE EDGE!

Welcome to the EDGE, your slope-side lodging accommodation at Copper Mountain. We are excited you are considering staying with us and look forward to the 2023-2024 season. This handbook is a reference that provides residents with the EDGE housing policies, procedures, lease agreement and expectations, set forth by Employee Housing, to ensure the safety of all residents and guests lodging within the EDGE. This handbook is not meant to be all inclusive as we cannot anticipate every circumstance that may occur and will make decisions on a case by case basis.

### MISSION STATEMENT

The mission of the EDGE is to provide a clean, secure, and well-maintained environment that promotes a balanced and healthy alpine lifestyle. We create memories for our staff through an animated atmosphere and a comfortable place for a good night's sleep.

### ELIGIBILITY

The EDGE accepts applications on a rolling basis from employees of all Copper Mountain managed establishments. Applications from employees of non-Copper owned/managed establishments within Summit County may be accepted – this is evaluated annually. The EDGE is designated Employee Housing for Copper Mountain Resort employees. Powder/Copper Mountain reserves the right to refuse and/or deny an applicant to move into the EDGE at any time.

Copper Mountain and non-Copper employed applicants must be 18+ years of age (unless a specific exception has been approved), have confirmed employment within Summit County, Colorado, and provide consent to a background check. Failure to meet these requirements will deny an applicant's ability to move into the EDGE. Payment in full, at the time of move-in, is required. Failure to pay in full may prevent an applicant's ability to move into the EDGE.

### ASSIGNMENT OF ACCOMMODATION

Applications will be evaluated and honored based on space and availability at the time of move-in. Single rooms are extremely limited, based upon availability, and allocated by the Resort Leadership Team. All tenants are generally required to have a roommate.

Room reassignment, utility or facility disruptions, planned renovations, and/or construction projects shall not result in the reimbursement or reduction of monthly rent fees referenced in this agreement.

### MOVE IN AND MONTHLY RATES

- Single Occupancy: \$17.50/day = \$525.00/month
- Economy Single Occupancy: \$15.83/day = \$475.00/month
- Double Occupancy: \$13.33/day = \$400.00/month
- Administrative Fee: \$50.00 (nonrefundable)
- Security Deposit: \$150.00 (refundable upon completion of a successful room inspection)

All prices are per person.

**Copper Mountain Employees** are required to pay a portion of rent upon arrival:

- Single Occupancy move in room rate = **\$262.50 rent + \$150.00 deposit + \$50.00 admin fee = \$462.50 total**
- Economy Single Occupancy move in room rate = **\$237.44 rent + \$150.00 deposit + \$50.00 admin fee = \$437.44 total**
- Double Occupancy move in room rate = **\$200.06 rent + \$150.00 deposit + \$50.00 admin fee = \$400.06 total**

**Non-Copper Mountain Employees** are required to pay one month (30 days) forward in rent upon arrival:

- Single Occupancy move in room rate = **\$565.50 rent + \$150.00 deposit + \$50.00 admin fee = \$765.50 total**
- Economy Single Occupancy move in room rate = **\$508.80 rent + \$150.00 deposit + \$50.00 admin fee = \$708.80 total**
- Double Occupancy move in room rate = **\$428.70 rent + \$150.00 deposit + \$50.00 admin fee = \$628.70 total**

## RENTAL PAYMENTS

When you move into the EDGE, you will pay a portion of rent. After this, rent charges are applied to your account biweekly (every other week) on payday, with periods running from payday Saturday to the following payday Friday. Rent is charged in advance – on a payday Friday, you are charged for the following 2 weeks of rent.

When you move in, the two weeks of rent that you pay will not usually line up exactly with our pay schedule. Thus, on the first payday that you live in the EDGE, you will likely need to pay a few extra days of rent to catch you up to our standard biweekly rental period.

For example, if you were to move into the EDGE on November 3, your move in payment would pay for rent Nov 3 – Nov 16 (2 weeks). However, on our payday on Nov 8, you will be charged rent for Nov 9 – Nov 22. Assuming you receive your first paycheck on November 22, you would owe the standard move in cost of rent (Nov 23 – Dec 6), PLUS the interstitial days of rent that have not yet been paid (Nov 17 – Nov 22). Thus, your first rent deduction will often be more than just 2 weeks. In this example, you would be paying \$285.80 (20 days) instead of \$200.06 (14 days) for your first payday deduction.

Sunday	Monday	Tuesday	Wed'day	Thursday	Friday	Saturday
Nov 03 Move In	Nov 04	Nov 05	Nov 06	Nov 07	Nov 08 Pay Day	Nov 09
Nov 10	Nov 11	Nov 12	Nov 13	Nov 14	Nov 15	Nov 16
Nov 17	Nov 18	Nov 19	Nov 20	Nov 21	Nov 22 Pay Day	Nov 23
Nov 24	Nov 25	Nov 26	Nov 27	Nov 28	Nov 29	Nov 30
Dec 01	Dec 02	Dec 03	Dec 04	Dec 05	Dec 6 Pay Day	Dec 07

  

	Rent Due at Move In
	Add'l Rent Charged 11/8
	Rent Charged 11/22
	Rent Due Payday 11/22

If you ever have any questions about your rent, deductions, or payments please visit us at the Housing Office.

## ROOMMATES

While living in Employee Housing, you will have a roommate. If you know a person you would like to live with, please inform the Housing Office right away so we can plan to get you together. Otherwise, you will be assigned a roommate using the information on your housing application. We will always do our best to match you with a good fit, but roommate conflicts and disagreements may occur. Here are some suggestions for having a good relationship with your roommate.

- **Communicate!** If you and your roommate disagree about something, take the time to talk to them. Be respectful, calm, and clear. Don't leave notes – we recommend having important conversations in person. And remember: *If you don't say something, your roommate has no way of knowing what you need.*
- **Listen!** If your roommate brings up something that is bothering them, make sure you take the time to hear them out. If you don't listen, resolving conflict is simply not possible.
- **Compromise!** If you and your roommate disagree, you'll both need to give a little bit of ground to find a solution. Be ready to make changes on your end to resolve the issue – fixing the problem is best for both of you.
- **Set Ground Rules!** Having a conversation early about expectations and work/living schedules can be a big help. If you know what to expect from each other, you can start resolving issues before they even come up. This can include a roommate contract, chore schedule, quiet hours, and more. Communicate early and often!
- **Always Ask Permission!** If you need to borrow something from your roommate or you plan to have a friend over, you should always ask your roommate first. You both have a right to the space in your room, but surprises and assumptions may not go over well. Can't agree? Maybe a compromise is needed.
- **Splitwise or Venmo Can Help!** Apps like these can be great for sharing expenses like TP, cleaning supplies, etc.

If you and your roommate simply cannot get along, please let the Housing Office know. Try your best to communicate and work through your problems first, as changing your roommate may take time. We don't want to move you into a new situation unless we think it can work for you. And even with a new roommate, you'll still need to communicate, compromise, and work together to make your living situation the best it can be.

## **LENGTH OF CONTRACT**

This document establishes a lease agreement between the tenant and Employee Housing at Copper Mountain. The relationship with Employee Housing and the tenant is based upon mutual consent. Either party has the right to terminate the contract at any time. The initial rent payment (i.e. \$200 for a traditional double) (Copper employee) or two weeks of the first month (non-Copper employee) rent paid at move-in is non-refundable.

The EDGE is property of Powdr/Copper Mountain. The EDGE has been designated Employee Housing for Copper Mountain and businesses located within Summit County, Colorado. Termination from your position may result in eviction. Any disciplinary action that is taken toward you while residing at the EDGE could affect, or result in the termination of, your employment and/or lease agreement with Copper Mountain.

## **PAYROLL DEDUCTION AUTHORIZATION**

By signing the signature page of this handbook you agree to the following:

"I hereby authorize Powdr-Copper Mountain to payroll deduct any rent payments, fines, and fees related to Employee Housing as a result of my occupancy with Copper Mountain Employee Housing. I understand that in the event that such deductions from payroll are not sufficient to cover the amount due, I will be obligated to pay any and all outstanding charges not covered by payroll deductions. I also realize that Powdr-Copper Mountain will take further legal action as necessary to collect the amount outstanding. Should that occur, I agree to be liable for all reasonable collection costs incurred, including but not limited to, reasonable attorney's fees."

## **NON-COPPER OWNED/MANAGED BUSINESS EMPLOYEES**

- Employee Housing may be available to non-Copper employees, whose employment is located within Summit County Colorado – this is evaluated annually.
- Non-Copper employees living within the EDGE are held to the same policies, procedures, and expectations outlined within this Handbook and Lease agreement.
- Applicants must complete the on-line housing application and the Housing Office must have employment verification from the hiring manager of the Non-Copper Mountain owned/managed establishment. The applicant cannot move into Employee Housing without verification of employment.
- All residents not working for Copper Mountain and approved for housing will be required to pay rent in the amount of one full month forward due by the 5<sup>th</sup> day of each month.
- All residents not working for Copper Mountain are required to provide the Housing Office with credit card information to be held on file for outstanding rent/charges.
- Late payment(s) will result in an additional \$25.00/day charge per tenant living in the building. Payment will be accepted in the form of cash, credit cards, check or money order made out to Powdr-Copper Mountain.
- In the event a resident does not move in between the 1<sup>st</sup> and the 5<sup>th</sup> of the month when bills are generated, the Employee Housing Office will still require one full month paid forward in rent.
- Non-Copper employees living within the EDGE do not qualify for the one month free rent promotion marketed on the Copper Mountain web-page.
- In the event that termination or resignation occurs, the resident must vacate the property within 72 hours or as directed by the Employee Housing staff.

## **NON-COPPER EMPLOYEE CREDIT CARD AUTHORIZATION**

By signing this Handbook and Lease Agreement you agree to the following:

"I hereby authorize Powdr-Copper Mountain to charge my credit card on file within the Employee Housing office for any rent payments, fines, and fees related to employee housing as a result of my occupancy with Copper Mountain Employee Housing. I understand that in the event the credit card(s) declined, I will be obligated to pay any and all outstanding charges not covered. I also acknowledge that Powdr-Copper Mountain will take further legal action as necessary to collect the amount outstanding. Should this occur, I agree to be liable for all reasonable collection costs incurred, including but not limited to, reasonable attorney's fees."

## WHAT TO EXPECT

Each unit is equipped with two twin beds (possibly bunked) or one queen/full/twin bed, a private bathroom with shower and/or tub, closet space, shared & nonguaranteed WiFi. Rooms vary in size from 121-184ft<sup>2</sup>. All utilities, electricity, WiFi, laundry, trash, and recycling are included in the monthly rent charge.

All double occupancy units have twin bed frames that are height adjustable and are bunkable to create more space. Please visit the Employee Housing Office for the pins to bunk the beds.

**All rooms are set standard and items cannot be removed. Removal or addition of items may result in a charge to your account and/or forfeiture of your security deposit.**

### ROOM KEYS

- One key will be issued to each resident upon check-in.
- Lost keys may result in a \$5.00 fee charged to your account.
- Lockouts assistance can be obtained by visiting the Employee Housing Office during normal business hours or contacting Copper Security for after-hours assistance. Fines up to \$25.00 per lock-out occurrence may be assessed.
- Keys must be returned to be officially moved out. Failure to return your key upon move out will result in a \$5.00 fine that will be deducted from your security deposit.

### LINENS

Linens can be purchased from Employee Housing for a one-time fee of \$40.00 during office hours. Linens include: 1 comforter, 1 flat sheet, 1 fitted sheet, and 1 pillow case. Towels and other linens may also be available for an additional fee. Please see Employee Housing for more information.

### REFRIGERATOR & MICROWAVE RENTALS

Employee Housing has a limited number of mini-refrigerators and microwaves available for rent. Visit the Employee Housing office for availability. Mini-fridges and microwaves are available first come first served and cannot be reserved prior to arrival.

- Seasonal mini-fridge rental - \$40.00/season
- Seasonal microwave rental - \$20.00/season

Failure to return a clean refrigerator and/or microwave may result in a cleaning fee up to \$35.00 fee per machine.

### PETS

The EDGE is a pet free building. Pets of any kind are prohibited in the building. If a pet is discovered a \$50.00 fine will be applied to your account and further disciplinary action up to eviction may result. This includes but is not limited to fish, insects, mammals, crustaceans, invertebrates, and birds.

Service animals and/or Emotional Support Animals (ESA) are permitted to live within the building after completing verification paperwork and submitting it to the Employee Housing Office for review pending approval by the Director of Employee Experience. Please contact the Housing Office staff prior to arrival to begin the paperwork process by e-mailing [employeehousing@coppercolorado.com](mailto:employeehousing@coppercolorado.com). All paperwork must be submitted and approved by the Director of Employee Experience or Employee Housing Manager before a service animal/ESA is permitted to reside in the EDGE building. Please provide all paperwork to the Housing Office at least 14 days prior to move in.

### ROOMMATE ARRIVAL NOTICE

When you have an unoccupied bed in your unit you should always anticipate the arrival of a new roommate. When possible, Employee Housing will attempt to give you at least 24 hours' notice of a new roommate. Early arrivals or other circumstances may prevent us from providing notice. Your room should ALWAYS be ready for the arrival of a new roommate. The unoccupied bed must be clear of all your belongings, and the room should be clean and organized. Failure to have your room prepared for a new roommate may result in fines, up to and including eviction.

## **MAIL**

The Employee Housing office only accepts packages and parcels from **Fed-Ex** or **UPS** to our physical address. United States Postal Service (USPS) mail is **NOT** accepted in the Employee Housing office. **All mail and packages sent to the Human Resources/Housing PO Box will be returned to sender.**

Due to the high alpine environment we are located in, Fed-Ex and UPS may choose to drop off packages at the USPS location in Frisco, CO. If you did not provide your PO Box number, in addition to a physical address, the package may be returned. To ensure delivery of all mail, parcels, and packages sent by USPS, Fed-Ex, and UPS, a resident must open a PO Box.

Residents have two options in opening a PO Box and it's important to understand the benefits of each service to make the best decision for you:

1. PO Boxes at Copper Mountain can be set up by visiting the Copper Mountain Resort Association (CMRA) in the Village Square East Building, suite 116. PO Boxes at Copper Mountain are located in the Westlake Lodge building and are sorted by the CMRA team. This is a satellite location, and there are no services available, except for an outgoing drop box located in front of the building.
2. PO Boxes in Frisco, CO (a 10 minute bus ride away) can be set up through the USPS and residents may take full advantage of USPS services, including FedEx and UPS delivery. Please visit the post office for more information.

Visit Employee Housing and request a 'Proof of Residency' document and more details on how to set-up a PO Box. Fed-Ex or UPS mail can be sent to the following address:

**[Recipient Name]**  
**50 Beeler Place**  
**Copper Mountain, CO 80443**

## **HOUSEKEEPING & ROOM MANAGEMENT**

Daily housekeeping is provided in the common areas, i.e. lobby, public restrooms, hallways, stairwells, and elevators. It is the tenant's responsibility to maintain a safe and clean unit.

The Employee Housing office provides the cleaning supplies necessary to help keep the unit tidy. See Employee Housing for details.

Employee Housing may conduct up to three global room inspections per season. We will attempt give at least 72 hours advance notice of the scheduled inspections. Inspections may be conducted at random between 8:00 a.m. – 5:00 p.m.

## **ROOM MAINTENANCE**

Have an issue in your room? Visit the Employee Housing Office and speak with a member of our team or document via the online Employee Housing Dashboard [[www.tinyurl.com/EDGEhousing](http://www.tinyurl.com/EDGEhousing)]. Maintenance issues need the following to ensure proper care is taken to fix the issue:

- Detailed description of the issue and where it is located in your room

If you have an emergency maintenance issue after 5:00pm contact Security immediately. If it is not an emergency, please see Employee Housing during regular business hours.

- **Light Bulbs-** Burnt out light bulbs can be recycled in the Employee Housing Office. We will recycle the old bulb properly and replace it with an energy efficient bulb, FREE of charge.
- **Beeping in your room?** The CO and/or smoke detector batteries may be low. Bring the batteries to Employee Housing Office and we will replace them with a new set, FREE of charge.
- **Safe-** Can you not open/set the safe in your room? Maybe you forgot your passcode? Visit Employee Housing and we will reset the passcode for you.
- **Heaters-** Each unit has a wall mounted heater beneath the window. Ensure the bed and all your belongings are at least two feet away from the heater. It has a built in thermostat that turns it off if heat is trapped around it.

...Still not warming up within an hour? Visit Employee Housing and log your maintenance issue. Space heaters are prohibited unless issued by the Employee Housing staff.

### **VACATION**

Taking a leave of absence? Be sure to notify the Housing Office of your departure and ensure that you are up to date on rent payments. Note that you may be assigned a roommate while you are on vacation.

### **STORAGE**

EDGE Storage opportunities may be available during the “mud season(s)”. The mud season(s) are designated times during the fiscal year when Copper Mountain is not open to the public, i.e. mid-April to mid-June and mid-September to early November. The mud season storage rate is \$5/day. Storage is not available when Copper Mountain is open to the public. Prior notice must be given to the Housing staff and unit key and a completed Storage Agreement must be turned in to Housing staff prior to departure. Guests are not able to stay in rooms while they are being charged the “storage” rate.

## **GENERAL BUILDING POLICIES, PROCEDURES, AND EXPECTATIONS**

### **SAFETY**

The safety and well-being of residents and guests are the priorities of the EDGE. It is important to complete the following:

- Ensure your door is shut and secured prior to departure.
- Report any suspicious persons or activities in the EDGE to the Employee Housing Office or Security.
- In case of an emergency, call 911 (9 + 911 if calling from a Copper phone).
- Roof access points and the building roof is strictly a prohibited area. Residents found on the roof or tampering with room access points may be subject to fines, eviction from Copper Mountain Employee Housing, and/or termination of employment.

### **DRUG AND DRUG PARAPHERNALIA POLICY**

Copper Mountain Resort and Copper Mountain Employee Housing have a zero-tolerance policy for medicinal and recreational marijuana and paraphernalia. The EDGE building is a drug-free environment and a non-smoking building. Possession of drugs or drug paraphernalia, including medicinal or recreational marijuana (which includes vaporizers, THC/CBD-infused creams, oils, edibles or marijuana packaging) is prohibited at all times within the building and on Copper Mountain property. If any of these are discovered onsite, you may be assessed a fine of \$150 and/or evicted from Employee Housing, with further corrective action up to and including termination. This includes but is not limited to any substances and/or paraphernalia being on your person, in your room, or in a bag or container of any kind on this property. This policy also applies to your guests. If you have specific concerns or questions, please direct them to Employee Housing or Employee Experience staff.

**Eviction from Employee Housing for drug/paraphernalia possession may result in the forfeiture of your security deposit.**

### **ALCOHOL POLICY**

The EDGE permits the consumption of alcohol by residents aged 21 years and older. Alcohol consumption is permitted in resident rooms only. Consumption of alcohol in common areas i.e. kitchens, lobby, hallways, stairwells, and elevators is prohibited.

The EDGE building does not permit nor promote the consumption or abuse of alcohol by underage persons. Employee Housing, Employee Experience, and Security reserve the right to take legal action and confiscate illegal substances in the possession of minors.



## **SMOKING POLICY**

The EDGE is a smoke free building. This policy includes e-cigarettes and the like. Smoking tobacco is only permitted in our designated smoking area. You must adhere to all posted signs regarding smoking prohibition. Colorado law states that no smoking is permitted within fifteen feet of an entrance. Smoking outside of emergency exits is prohibited. Employee Housing enforces this law (as well as our designated smoking area rules) and may administer fines for occurrence. Please utilize the smoking shelter outside of the building and properly dispose of your waste.

## **FIRE ALARM POLICY**

Throughout the season Employee Housing may execute fire drills. When the alarm is activated, regardless of whether it is a drill or a real emergency, all residents **MUST** evacuate the building. The safety gathering area is outside the back entrance of the building (toward the mountain), down the pathway to the street. In the event of a true fire residents will be directed toward the Copper Mountain Conference Center. Employee Housing, Employee Experience and/or Security will advise residents when it is safe to re-enter the building. A resident that fails to exit the building or enter the building before given permission may receive a \$100.00 fine.

We expect that all residents and guests will abide by the law. If residents tamper or falsely pull the fire alarm there may be a \$200.00 fine and immediate eviction for the perpetrator(s). **YOU MAY BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

## **LIABILITY**

The EDGE Employee Housing shall have no responsibility or liability for any loss, damage, or injury by tenant's own person or personal property located within the premises as stated in the Lease, (page 14, section 9.)

## **BUILDING POLICIES & PROHIBITED ITEMS**

**The following actions may result in a fine or disciplinary action up to eviction and termination of employment. The list is not all inclusive and policy violations are not limited to the following:**

- Repeat activity for which disciplinary action has already been taken.
- The possession, evidence of use, sale, or paraphernalia of illegal drugs on company premises is expressly prohibited, including marijuana.
- Failure to abide by our drug-free workplace policies. Possession of any narcotics, marijuana or paraphernalia or any other unlawful substances. Exceptions are NOT made in employee housing for medical/recreational marijuana.
- Any evidence of SMOKING in Employee Housing. Smoking tobacco and/or e-cigarettes must occur outside in the designated area. The Employee Housing building is designated non-smoking.
- Any suspected destruction, theft, misappropriation, or unauthorized possession of company, guest, or fellow employee property.
- Violence or threats of violence. This includes, but is not limited to intimidating, threatening or hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto any Copper property, or any other act that, in the sole Employee Housing Office's opinion, is inappropriate to the EDGE.
- Unauthorized parties in the EDGE. Parties are defined by the noise and/or disruption to others that is created, up to the discretion of Employee Housing and/or Security.
- Acting inappropriately or disorderly in the building or around Copper property.
- Failure to vacate the premises during a fire alarm.
- Tampering with any piece of fire safety equipment, including but not limited to: smoke detectors, extinguishers, sprinklers, and fire doors.
- Violating any State and/or Federal laws (including but not limited to: underage drinking and possession of drugs).
- Blatant disrespect towards another resident, guest, RA, Security, Housing and/or Copper Mountain staff.
- Noise and disruption during quiet hours, 10pm-8am every day. Please turn down your electronics, lower your voices, and do not play any musical instruments during this time.
- Excessive/unnecessary noise and disruption at all hours. We enforce 24/7 courtesy hours.
- Physically altering the property by painting, wallpapering, installing/removing fixtures, breaking ceiling tiles, putting holes in walls.
- You must abide by all posted signage both within and outside the building.

- Construction including but not limited to sawing, cutting, sanding, painting, nailing, stapling, waxing or gluing any materials is not permitted on the premises of the EDGE.

**The following action and/or possession of said items may result in fines (see page 14 for a summary) and/or eviction:**

- Open flames, including but not limited to candles, incense, smudge sticks, and camp stoves.
- Propane, butane, charcoal, and CO2 canisters/containers are fire hazards and not permitted within the EDGE.
- Alcohol is not permitted outside of rooms and is not allowed in common areas.
- Large furniture, including but not limited to couches, loveseats, chairs, desks, and dressers.
- Extension cords are NOT permitted; they are a fire hazard. We encourage the use of surge protectors.
- Hot plates, grills, hibachis, open burners, toaster ovens, camp stoves and toasters are fire hazards and not permitted.
- Fireworks, ammunition, firearms, bb/pellet guns, knives, and other weapons.
- Glue, nails or sticky tape to attach anything to the wall, ceilings, door or windows.
- Pets of any kind are not allowed. If a pet is discovered, a fine will be assessed.
- Energy Conservation: You will be responsible for turning off electric appliances and lights upon leaving your room. If Housing staff enters your room and discovers appliances and lights left on and no one is in the unit, you may be assessed a fine. The same applies to windows that are left open while the heater is turned on.

### **TRASH AND RECYCLING**

Our goal is always to reduce waste in the EDGE and across Copper Mountain Resort. Receptacles for trash and recycling are located in the basement of the EDGE building. Failure to take your trash/recycling to the appropriate bins may result in a charge to your account. Cardboard and comingled recycling is available in the EDGE garage. Please breakdown your boxes before placing in the appropriate bin. The Housing Office does not provide trash bags.

### **ROOM CHANGES**

Employee Housing will make every attempt possible to accommodate your needs if you desire a transfer to another unit. Relocation to another unit without written approval from Employee Housing staff is prohibited. During times of peak occupancy room availability may be very limited. Contact Employee Housing staff immediately if you have any concerns regarding your safety.

### **DAMAGES**

- Resident will be held accountable for all damages associated within their units and charged accordingly.
- Residents in double occupancy rooms will be charged equally to repair damages if notice is not given to the Employee Housing staff and a resident does not take responsibility.
- Additional charges may be applied to resident accounts for damages or repairs that are considered malice or not within the scope of normal wear and tear within a unit, i.e. food and other items put in the toilet, sink, or shower.

### **USE OF FACILITY AND RIGHT TO ENTRY**

Tenants' rooms and furnishings are to be used in the manner for which they were designed. No Employee Housing property, including room and lounge furnishings, may be moved within the building or taken from the room without written authorization of the Employee Housing Manager or Employee Housing Supervisor.

Employee Housing respects the need for, and right to, privacy of each resident. However, Employee Housing, Employee Experience, and Security reserve the right to enter and inspect tenant's rooms at any time when it is deemed necessary to protect and maintain Copper Mountain property and a safe environment.

### **SUBLEASING**

**All subleasing is strictly prohibited in the EDGE.** Tenant shall not have the right or power to sublet or rent the Premises or any part thereof, not to transfer or assign his/her rights hereunder without the express written permission of the Landlord. Refer to the Rental agreement for further clarification.

## **RESIDENT PARKING POLICY**

**We highly recommend that you do not bring a vehicle with you to Copper Mountain. Free public transportation is readily available both on site and throughout the county. Parking on-site is limited and may require bus transportation to reach.**

Residents must register their vehicle (make, model, license plate #) with the Employee Housing Office in order to receive a parking permit and to have key cards activated for parking areas. Permits must be positioned on the top interior of the front windshield on the driver's side. Residents are expected to follow the parking policies outlined within this Handbook. Parking is limited and buses, large trucks, RVs, or any other oversized vehicles for overnight/long term parking are not permitted. Permits are non-transferable and must be visible at all times. Vehicles without permits displayed may be subject to fines, booting, or towing by an outside agency.

When the resort opens for the winter season, residents will only be permitted to park in the **Elevation Lot (or against the solar panels of the Alpine Lot in the event that the Elevation Lot is full)**. If your car is found in other locations, you may be fined, booted, or towed at the owner's expense. Repeated violations may result in eviction or termination of employment. **There is no long term parking in front of the EDGE, including the handicap spaces unless exceptions are granted by the Director of Employee Experience.**

**Please note:** Parking lots are not designed for long-term storage of any vehicle. If your vehicle is in need of repair, it should be taken to your mechanic and not stored on Copper Mountain property. Vehicles unmoved / repeat violators of the parking policy throughout the season are subject to fines, booting, and removal (towing) from Copper Mountain Resort property at the owner's expense.

**Residents will be required to move their car twice per week for snow removal and parking lot maintenance; we will notify you of exact days and times with postings within the EDGE. Failure to move your car for snow removal may result in fines, booting, and/or towing. Repeated violations may result in eviction or termination of employment.**

**EDGE Temporary Parking:** Temporary parking is permitted in front of the EDGE up to 30 minutes. No overnight parking is permitted. Overnight or unauthorized parking in front of the EDGE may result in fines, booting, and/or towing. Repeated violations may result in eviction or termination of employment.

**Overnight Parking:** No overnight parking is available in the pay lots, Copper Circle, or drop-off zones. Overnight parking is available for EDGE residents in the Elevation Lot. Guest passes can be issued for guests of EDGE residents and must be displayed on the driver's side dashboard. Please see the Housing Office for temporary passes and directions to approved parking lots.

**Towing:** All towed is administered by an outside agency.

## **OFFICE AND RA SUPPORT**

The Employee Housing staff and resident advisors are a resource for residents and guests in answering questions about the EDGE, Copper Mountain, and Summit County. Please do not hesitate to stop in with questions, voice concerns, and share feedback about events or ways we can improve the experience within the EDGE. Summer office hours are limited from late April-late October. Please refer to the front doors for office hours.

Employee Housing and Employee Experience (HR) are located in the lobby of the EDGE for daily business needs and support. Please see the Employee Housing staff if you need to print any important items. For large printing jobs or non-essential personal printing please visit the Business Center (in the Copper Conference Center).

## **RESIDENT ADVISORS (winter season only)**

Our resident advisors' jobs are to monitor the environment and create great programs for your enjoyment. Our RAs have been carefully selected for their ability to enhance the environment at the EDGE and are an integral part of the Employee Housing team. RAs live in the EDGE, and are available to assist you with any questions or concerns that may arise during your stay. As peers they can provide you with additional guidance and support with roommate situations and questions about Copper while providing programs that benefit you and the EDGE community. They are empowered to take appropriate action when necessary.

RA events are not mandatory nor are they considered within the course and scope of your employment. When you participate in an RA event it is your responsibility to understand the set itinerary as well as the expected code of conduct.

### **LOBBY**

The lobby is the relaxation zone while on break or when residents want to hang out with friends. The lobby offers plush furniture, a 60" flat screen TV, pool table, ping pong, foosball, and computer bar with internet access.

### **LAUNDRY FACILITIES**

Laundry facilities are located in the basement, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors. Machines are free to residents. Laundry detergent can be purchased at McCoy's Mountain Market or in Frisco, CO.

Please be respectful of the common space and other residents' belongings. The EDGE is not responsible for lost, stolen, or damaged items from these machines.

### **THE EDGE CAFÉ (winter season only)**

Check-out the EDGE Café for an à la carte lunch menu during the winter season (dates TBA). The EDGE Café is the best deal on the mountain! Feel free to bring friends and family to the Café, just remember they must be accompanied by you!

### **FOOD AND BEVERAGE DISCOUNTS**

Most Copper Mountain managed restaurants offer discounts up to 25-50% to Copper Mountain employees during the season. Ensure you take your valid employee/volunteer pass to cash in on these deals! See HR for details.

### **COMMUNAL KITCHEN FACILITIES**

Three communal kitchen facilities are located on the basement, 1<sup>st</sup>, and 2<sup>nd</sup> floors. The Disco Kitchen is open 5:00am – 12:00am daily and the 1<sup>st</sup> and 2<sup>nd</sup> floor kitchens are open from 5am-10pm daily. The basement kitchen is located just before GearUp and the trash room, the first-floor kitchen is across the hall from unit 106, and the second floor kitchen is next to unit 221. Each kitchen is equipped with a stove, oven, microwave, toaster, commercial fridge and/or deep freeze, and limited cookware.

While it is not required, we do recommend bringing your own cooking utensils/cookware for a more convenient cooking experience.

Kitchens are cleaned daily by a resident advisor. Please respect our staff and fellow residents by cleaning up after yourself and allowing them access to clean the kitchens.

Communal fridges and freezers are available for food storage. Food must be labeled with a name and date on it. Any unlabeled, spoiled, or old food will be removed. Please be mindful of the shared space and clean up after yourself. Kitchens are equipped with video surveillance. Residents who leave messes in the kitchen may be fined. Removal of EDGE property from the kitchens is prohibited, and is grounds for fines up to and including eviction/termination. Residents are limited to one medium-sized (approximately 1ft<sup>3</sup>) bag or bin of food in the fridges at any given time.

### **GUESTS**

Guests (must be 18 years of age or older) of residents are allowed to stay in their unit up to 3 days with prior approval from their roommate and Employee Housing. Guests of residents will be required to follow the same policies set forth in this Handbook and Lease Agreement. The resident will be held liable for all actions by their guest including violation of the drug and alcohol policy.

Guests staying more than 3 days without prior approval from Employee Housing will be considered squatting. Squatting is grounds for fines up to and including eviction/termination.

### **GUEST ROOMS (winter season only)**

Temporary guest rooms are available at a rate of \$65.00 per night to guests of employees. Rooms will be located on the first floor. Reservations will be taken based on availability. Guests of residents will be required to follow the same policies set forth in this Handbook. The resident will be held liable for all actions by their guest including violation of the drug and alcohol policy. **EDGE residents who make reservations and fail to remit payment may have the charge added to their account.** No show reservations that have not been cancelled more than 24 hours in advance may be charged half the nightly rate. For parking information, refer to "Overnight Parking" in our Resident Parking Policy section on page 10.

### **SECURITY**

The EDGE provides 24 hour security on property for the assistance and safety of residents and guests. Their office is located near the front entrance of the building with the Security phone numbers posted next to it.

**Copper Mountain Security:** 970.390.6888 (24/7)

### **ATHLETIC CLUB**

Copper's Athletic Club is equipped with cardio equipment, free weight equipment, racket ball courts, a 25m saltwater lap pool, hot tub(s), steam room, and dry sauna.

\*Prices subject to change at the discretion of the Athletic Club and Spa Management Team.

### **MEDICAL CARE**

The Copper Mountain Medical Center is located in Bridge End Condominiums, east of Mahi's, and is open seasonally from November – April. The Summit Community Care Clinic in Frisco provides a range of services (medical, dental, behavioral, etc) on a discounted scale. Please see EE or Housing for details. For emergency medical care, dial 911.

### **WIFI INTERNET**

Free shared wireless internet is available throughout the building. Even with recent upgrades to our bandwidth, internet service is not guaranteed, and may be slow or even inaccessible during periods of peak use.

## **WHAT TO EXPECT WHEN YOU MOVE OUT**

### **CLEANING CHECK-LIST AND CHECK OUT FORM**

Before you move out, you are required to complete a check-out form and clean your room completely. Failure to complete move out form and cleaning may result in a minimum \$35.00 deduction from your security deposit. The check-out form can be obtained at the Employee Housing Office entrance, on the glass door.

Please be respectful of your roommate and do not leave all of the cleaning for the last person in the unit. A portion of the check-out form is for your roommate to sign to accept responsibility for the unit. If he/she does not sign this portion, we may do a walk through with you and assess the cleanliness and any damage(s) present at that time.

### **CHECK-OUT PROCESS**

Be sure to inform Housing staff before you plan on moving out. Check-outs should be completed during office hours. Employee Housing may do a final walk-through and check out. All roommates will be asked to sign each other's final checklists, verifying that each individual has fulfilled his/her cleaning and maintenance responsibilities. Fees may be assessed and deducted from the security deposit for any damaged or missing items and additional cleaning/maintenance charges. **You will not be considered moved out until we have received a completed check out form and all keys, access cards, rentals, and parking permits in your possession.**

## **SECURITY DEPOSIT REFUND**

Your security deposit refund will be issued within 60 days of your move out date. Any damage, cleaning, and/or maintenance charges will be deducted from your deposit. Please make sure that you have completed the security deposit section of the check-out form. Security deposits are refunded via paycheck which may be direct deposited. Please ensure that we have the most up to date mailing address on file with Employee Experience and Payroll.

Failure to clean your unit entirely, complete the check-out form, and have a Housing representative conduct a walk-through may result in the forfeiture of your deposit.

## **SUMMARY OF FINES**

**The following is a summary of fines that may be assessed for failing to comply with the policies outlined in this handbook and lease agreement.**

1. Failure to pay rent on time..... up to \$25.00/day
2. Repeated room lock-out ..... up to \$25.00/occurrence
3. Lost Salto key(s)..... up to \$5.00/key
4. Failure to return clean, defrosted fridge or microwave..... \$35.00
5. Pet found in room ..... \$50.00
6. Smoking in prohibited areas (including entrances and exits) .....\$20.00/occurrence
7. Smoking within room.....\$35.00 up to eviction
8. Tampering with fire safety equipment..... \$200.00
9. Setting off the fire alarm in kitchen..... \$100.00
10. Failure to exit during fire alarm..... \$100.00
11. Using glue, nails and sticky-tack on walls, doors, and ceiling ..... \$35.00
12. Windows left open with heaters on ..... \$35.00
13. Trash/recycling found in hallways..... \$35.00
14. Failure to separate and dispose of trash/recycling properly ..... \$35.00
15. Room not ready for roommate arrival (clean, organized) ..... \$35.00
16. Failure to move car on snow removal/lot maintenance days..... fines/booting/towing
17. Boot removal in front of the EDGE..... fines/booting/towing
18. Failure to clean room or remove items before leaving ..... \$25.00-\$150.00+
19. Damages in room ..... \$25.00-\$150.00+
20. **Most parking violations are managed by a third-party company – fines may vary.**
21. **Failure to complete check-out form and turn into Housing Office prior to departure may result in forfeiture of the security deposit.**
22. **Evictions based on lease infractions may result in the forfeiture of the tenant’s entire security deposit.**

## Copper Mountain Background Check Program Overview

Copper Mountain is committed to providing a safe and secure environment for its guests, employees and owners; and to protecting its funds, property, and other assets. Well-informed hiring and employment decisions contribute to this effort. Copper has instituted a standardized Background Check Program that may be conducted on persons hired for initial employment at the Resort, as well as current employees who change jobs or otherwise become subject to a background check as indicated in this program, or who will be staying in EDGE Employee Housing.

Employees will be background-checked for positions dealing with children, lodging services, security, private employee information, large cash-handling, executives, and other high risk roles. This applies to new hires, as well as periodic re-checks based upon our current policy. The Background Check Program allows for criminal background checks of employees in situations of "justifiable cause" where there is reasonable suspicion that a criminal act or activity may have taken place. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

As an applicant for employment or a current employee of Powdr-Copper Mountain LLC, or guest/resident at Copper Mountain Resort, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, you may be subject to requests made by Powdr-Copper Mountain LLC to obtain and/or use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), (4) when making other employment-related decisions directly affecting you (such as authorizing you to drive company vehicles or live in Employee Housing.) You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report through Blueline Services. The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law. An investigative consumer report may be requested by Powdr-Copper Mountain LLC. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested. As well as a written summary of your right under Fair Credit Reporting Act, including the rights discussed above.

### Authorization

I acknowledge receipt of the separate documents entitled Disclosure Regarding Background Check and A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read and understand these documents. Powdr-Copper Mountain LLC is utilizing the services of Blueline Services, consumer reporting agencies, to obtain a consumer report or an investigative consumer report with the above information and I authorize Powdr - Copper Mountain LLC to do so. I hereby authorize the obtaining of 'consumer reports' and/or 'investigative consumer reports' by Copper at any time after receipt of this authorization and throughout my employment, if applicable. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, criminal records, etc. from federal, state and other agencies that maintain such records. I request and authorize the appropriate individuals, companies, institutions, or agencies to release information to Blueline Services and to Powdr - Copper Mountain LLC and I release them from any liability as a result of such inquiries or disclosures. I also release Blueline Services from any and all liability with respect to the release or dissemination of any such information to Powdr - Copper Mountain LLC.

By signing below, I hereby authorize the release to Powdr-Copper Mountain, LLC and Blueline Services, an independent background screening agency, any information regarding my prior employment, criminal, credit, driving, workers compensation, drug/alcohol testing information, and educational history. I understand the information may be reviewed initially and periodically during the course of employment for future screening for retention, promotion, reassignment, or housing eligibility. I understand that my background may be used to determine my eligibility for employment, and I agree that falsification may make me ineligible for employment or subject to dismissal. I further acknowledge that Blueline Services is relying on third party information. I hereby authorize a photocopy/electronic facsimile of this document shall serve as an original.

**Signature** \_\_\_\_\_

**Parking Permit Consent and Registration Form  
2023-2024**

EDGE resident parking is established in the Elevation Lot for the winter season (November 2023 – May 2024). Residents are required to move their vehicle twice per week for snow removal and maintenance of the Elevation Lot – specific days and locations will be determined and communicated to all EDGE residents.

Vehicles must be returned the following day to the Elevation Lot. Failure to move your vehicle may result in a fine, booting, towing, eviction, and/or termination of employment.

If the Elevation Lot is full, please park in an approved, designated overflow area.

Your registered vehicle must have a valid parking permit visible at all times.

No overnight or long term parking is permitted in front of the EDGE. Please adhere to posted signage.

If you know you will not be available to move your car during the required times, you must make alternate accommodations for your car to be moved. No exceptions.

Failure to return your parking permit at the end of your stay at the EDGE may result in a \$35.00 charge to your account. Passes do not need to be returned after the resort closes.

I acknowledge that I must move my vehicle twice per week to accommodate plowing and lot maintenance.

I acknowledge that overnight parking is ONLY permitted in designated lots (Elevation Lot).

I acknowledge that NO overnight parking is permitted in Union Creek, Beeler, Chapel, EDGE, or other pay lots.

I acknowledge that failure to abide by these rules and regulations may result in fines, booting, towing, eviction, and termination of employment.

I acknowledge that I must abide by these rules even if I am sick, on vacation, out of town, or working, or if my vehicle is not functioning.

I acknowledge that if my vehicle becomes incapacitated that as the vehicle owner, I will remove the vehicle from Copper Mountain property at my own expense.

**Resident Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Room Number:** \_\_\_\_\_

**Vehicle Information**

**Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_

**License Plate Number:** \_\_\_\_\_

**State:** \_\_\_\_\_

By signing below I agree to abide by and follow the parking regulations of the EDGE Employee Housing and Copper Mountain Resort. I understand that I may incur fines for parking violations. I acknowledge abuse of the parking policy may result in further disciplinary action up to and including eviction and employment termination.

**Resident Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**EMPLOYEE HOUSING HANDBOOK AGREEMENT 2023-2024**

For residency at The EDGE Employee Housing  
0050 Beeler Place  
Copper Mountain, CO 80443

**Full Name:** \_\_\_\_\_

**Sex:** Male /Female/Undefined      **Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Department/Company:** \_\_\_\_\_

**Hiring Supervisor:** \_\_\_\_\_

**I hereby state that I have read and understand this Employee Housing Handbook and agree to follow these guidelines and those explained to me by the Employee Housing staff upon check-in.**

**I understand that all residents in double occupancy units must be ready at all times for a roommate to arrive. This includes keeping the second bed clear of all belongings, keeping the room and bathroom clean, and providing space to accommodate a new roommate.**

The undersigned has read the foregoing Employee Housing Agreement and Handbook and Background Check Program Overview, agrees that ALL claims whatsoever, arising from this agreement, shall be GOVERNED BY COLORADO LAW and EXCLUSIVE JURISDICTION shall be in the Summit County, Colorado, or in Federal Court for the District of Colorado.

The foregoing Employee Housing Rental Agreement and Handbook shall be binding to the fullest extent permitted by law. If any provision of this document is found to be unenforceable, the remaining terms shall be enforceable. This Release shall be binding upon Tenant/Resident's assignees, subrogors, distributors, heirs, next of kin, executors and personal representatives.

**THE UNDERSIGNED HAS CAREFULLY READ THIS AGREEMENT, UNDERSTANDS ALL ITS CONTENTS AND SIGNS IT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.**

**Resident Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Room #** \_\_\_\_\_