



**ZEPHYR POINT**  
LAKE TAHOE

# Check-Out Procedures

---

**Lodging Check-Out: 11am**

**Meeting Space Check-Out: 12pm**

---

## Tallac & Tahoe Center Guest Rooms

- Place used sheets, pillowcases, and towels outside of guest room door.  
**Do not remove bedspreads, blankets, or pillows.**
- Bag all trash and place outside of guest room door.
- Prop guest room door open when you are finished to inform housekeeping you have checked out.

## Cabins, Hubbard & Lakeview Lodges

- Clean, dry, and put away dishes and wipe down all surfaces.
- Place used sheets, pillowcases, and towels inside the entry door.  
**Do not remove bedspreads, blankets, or pillows.**
- Bag all trash and place in bear-proof dumpsters near the office or outside of Tahoe and Tallac Centers. Take recycling to sorting center.

## Meeting Spaces

- Clean coffee pots and wipe down all surfaces.
- Collect all trash and recycling and place in designated bins in meeting space.

## All Facilities

- Return all items and furniture including tables and chairs to their original location.
- Do not remove any items from any facility.
- Return all keys to the front desk at check-out (or to group leadership if attending with a conference). Lost keys may incur a replacement fee of \$5/key.
- Notify the front desk of any housekeeping or maintenance issues upon your departure.

*Reasonable rates at Zephyr Point are made possible because of guest participation in general clean-up. Thank you in advance for your cooperation. Failure to comply with check-out procedures may result in a service fee and/or ineligibility to rebook.*