



Property Use (Bigfork, Montana)

Policy

Proprietary and Confidential

CORP-HR

Rev 01

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Rev Level	Revision Date	Description of Changes
01	06/17/2024	• Initial release in this format

1.0 Policy Purpose

The purpose of the Property Use Policy for the Bigfork, Montana facility is to establish clear guidelines for the management, access, and use of the corporate entertainment property at **1424 Cygnet Trail, Bigfork, Montana.**

Scope

Situated in the picturesque region of Bigfork, Montana, this property serves as a corporate entertainment facility. It is designated as such in accounting, tax, and legal contexts, providing a retreat for employees and their families. The property features spacious accommodations, recreational amenities, and natural surroundings designed to offer a relaxing and enjoyable environment for all users.

2.0 Purpose of Property

2.1 The property's primary purpose is to entertain and provide a retreat for employees and their loved ones.

2.1.1 Atlas Machine recognizes the importance of differentiating itself as an employer in a competitive job market. Offering employees access to this facility supports our corporate objective of attracting and retaining top talent.

3.0 Authority and Discretion

3.1 The CEO of Atlas Machine and Supply Inc. maintains sole discretion in permitting the use of the property by employees or other individuals. This authority includes:

3.1.1 Determining who may use the property.

3.1.2 The duration of their stay.

3.1.3 Any specific conditions or restrictions associated with their use.

3.1.4 The CEO's decisions are final and based on the company's best interests, ensuring that the property's usage aligns with corporate objectives and the company's ever-changing needs.

4.0 Scheduling

4.1 Property scheduling shall be done as far as possible to ensure availability.


4.1.1 A 30-day cancellation notice is preferred to allow for rescheduling and efficient use of the property.

4.1.2 All scheduling requests must be submitted through the Executive Assistant for Atlas Machine and Supply Inc.

4.1.3 The Executive Assistant will manage the booking calendar and confirm reservations, ensuring all users are informed of the property's availability and any pertinent details regarding their stay.

Master files are stored electronically and are available to all team members.

Printed copies of the master files are for reference only.

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5.0 Access and Use

5.1 Visitors will be provided with access to the public areas of the home and designated vehicles.

- 5.1.1 Some areas of the home, including certain recreational vehicles, may be restricted from use.
- 5.1.2 All visitors will receive a welcome packet that provides detailed information on the use of the property, including guidelines, rules, and any restrictions.
 - 5.1.2.1 This packet will ensure that visitors are fully informed and can enjoy their stay while respecting the property and its policies.

6.0 Wildlife

6.1 Visitors may encounter wildlife on the property.

- 6.1.1 It is imperative to exercise caution and avoid interacting with or causing harm or disturbance to the wildlife.
- 6.1.2 Visitors should maintain a safe distance and follow all provided guidelines to ensure their safety and the protection of the natural habitat.
- 6.1.3 Any wildlife-related incidents should be reported immediately to the Executive Assistant or the designated property manager.

7.0 Alcohol Consumption and Vehicle Operation

7.1 Consumption of alcohol is permitted on the property.

- 7.1.1 However, visitors are strictly prohibited from operating any provided vehicles while under the influence of alcohol.
 - 7.1.1.1 This policy is in place to ensure all visitors' safety and prevent accidents or damage to property.

8.0 Protection and Responsibility

8.1 To ensure the safety and protection of all users and the property itself:

- 8.1.1 **Liability Waiver:** Any individual using the property must sign a waiver of liability. This waiver is mandatory and ensures that users acknowledge the risks and responsibilities associated with their stay.
- 8.1.2 **Responsibility for Damages:** Users are obligated to assume responsibility for any damages incurred to the property or any associated vehicles during their use. This includes, but is not limited to, repair costs, replacement of damaged items, and any other associated expenses.
- 8.1.3 **Insurance:** The property and vehicles shall be properly insured under the Atlas Machine and Supply corporate insurance policy. This ensures coverage for potential damages and liabilities, providing additional protection for both the users and the company.