



GATEHOUSE RULES AND REGULATIONS

The purpose of Westgate Apartments and its facilities is for the use and enjoyment of all Westgate's Residents and Occupants. Access to Westgate Apartments is NOT open to the public and all guests must be approved by a Resident or Occupant of Westgate. The Westgate Gatehouse is for controlled access and a service to the Resident and Occupants of Westgate Apartments.

GATEHOUSE HOURS:

Open 24 hours a day, seven (7) days a week, phone: 217-359-4215.

CAR STICKERS:

Your responsibility is to keep your current car sticker displayed on your rearview mirror.

Stickers are always to be on display while at Westgate.

Pick up your current car sticker the 1st of each month when you pay your rent at the Westgate Office.

If you pay your rent online, you may pick up your car sticker at the Gatehouse.

DO NOT let other vehicles display your authorized car sticker.

YOUR VISITORS:

We do not have Guest Lists:

Westgate keeps no permanent guest lists for individuals or apartments.

While you're at home:

Visitors must always STOP to "check-in" at the gatehouse.

Visitors "checking in" should give the courtesy person the following information:

- 1) Resident's Name
- 2) Visitor's Name, along with the other guests in the car
- 3) Apartment Number

Courtesy person will then phone the Resident's apartment.

Resident has the option of whether or not to allow the visitor on the property.

HELP US HELP YOU:

If you know you'll be having a visitor, make a phone call to the gatehouse, give pertinent information and the courtesy person will let the visitor "check-in" without a phone call to your apartment (this is for visitor's that will be arriving within an hour of your phone call).

When you're coming home:

If you arrive at Westgate with your visitor following in another car, stop to tell the courtesy person and give permission and pertinent information about visitor. There will be no phone call to apartment.

While you're away:

If you will not be home and you wish for a visitor to have access to your apartment, please give the courtesy person the following information:

- 1) Visitor's Name
- 2) Car Description
- 3) Approximate Arrival Time

Westgate will not issue keys to guests of residents.

Westgate will not open or let any guests into your apartment.

No Phones:

If you do not obtain a phone, you will need to inform the gatehouse of your visitors prior to their arrival, in person, on a daily basis. Westgate keeps no permanent guest lists for individuals or apartments.

PASSES:

Extended Visitor Passes

Extended visitor passes are issued by the office only. Extended passes are not given out for periods longer than 30 days, and will always terminate at the end of the current month. Residents must apply for them in person at the office. They will only be issued for the following reasons: 1) health care, 2) day care, 3) routine drop off and pick up, 4) pet care.

EMERGENCIES: Medical and life threatening emergencies, call 911.

Maintenance emergencies, call the Westgate Gatehouse at 217-359-4215.

Examples of maintenance emergencies are water leaks, gas leaks, no heat in cold months.

Service requests are to be made at the Westgate Office by either stopping by in person, calling the office at 217-359-5330 and/or by going online to the Resident Portal website at www.westgateapts.net.

NO SOLICITATIONS:

Please call the Westgate Office or Gatehouse if you see anyone going door to door soliciting.

At any time you may be asked to verify your identity in person or on the phone. Your privacy comes first and all Resident's and Occupant's names, addresses, and phone numbers will not be released to anyone.

Resident (Jointly and Severally):

DATE

DATE

DATE