

Example Hotel Rules & Regulations

1. Check-In & Check-Out

- Check-in time: 2:00 PM
- Check-out time: 12:00 PM
- Early check-in or late check-out is subject to availability and may incur additional charges.

2. Identification

- All guests must present a valid government-issued ID at check-in.

3. Quiet Hours

- Please observe quiet hours between **10:00 PM and 7:00 AM** to respect the comfort of other guests.

4. Visitors

- Visitors are allowed in guest rooms between **8:00 AM and 10:00 PM**.
- Overnight guests must be registered at the front desk and may incur extra charges.

5. Smoking Policy

- This is a **non-smoking property**. A cleaning fee will be charged if smoking occurs in guest rooms or indoor areas.

6. Pets

- [Specify policy: e.g., “Pets are not allowed.” or “Pets are allowed with prior approval and may be subject to a pet fee.”]

7. Damages & Losses

- Guests are responsible for any damage caused during their stay. Charges may apply.

8. Lost & Found

- Items left behind will be kept for 30 days. Please contact us as soon as possible to reclaim lost belongings.

9. Housekeeping

- Daily housekeeping is provided. Please use the “Do Not Disturb” sign if you do not wish to be disturbed.

10. Safety & Security

- Please lock your door when leaving the room.
- The hotel is not responsible for lost or stolen items. Use the in-room safe where available.