

# Accommodation procedure and information on accommodation rules

1/ present or hand over your identity card at the hotel reception for your check-in. Your stay will be reported to the central register of the foreign police.

2/ you will receive bedding and a room key. For hygienic reasons, you are required to cover the bedding with a blanket and pillow, the bedsheet must be permanently on the bed.

3/ after register for accommodation, we will issue the card, on which you confirm by signing that you have read the accommodation rules, as well as taking possession of items according to point 2/ and your agreement to pay for any damage by deduction from the employer's salary in the event of damage to the operator's equipment. Damage caused and penalties for violation of the accommodation regulations are documented, the valuation is according to the price list located in the display case at the reception. All and repeated violation of the accommodation rules is grounds for termination of stay.

4/ pick up the identity card at the hotel reception after agreeing with the receptionist. Do not leave it at reception during your stay.

5/ When you arrive at the room, check the room facility and report the discovered damages. In this way, you will prevent their subsequent payment by you according to the price list. Do not stick posters on the walls, do not hammer nails.

6/Keep your room key with you during your stay. For its loss associated with the replacement of the lock insert, we charge amount of 1,000 Czech Crown.

7/ Do not store valuables in the room, but rent a safebox at the hotel reception.

8/ When damage is caused, proceed according to the accommodation regulations and its annex (price list of damages).

9/ Strictly observe the night silence from 11:00 pm to 6:00 am Be considerate of your roommates.

10/ Please note that disturbing the night peace time is a violation of the accommodation rules, resulting in the finish of the stay.

11/ Maintain order and cleanliness. Take the garbage to the container on the weekend. Protect your health and the health of your roommates. In case of problems and ambiguities, please contact the hotel reception.

12/ Observe fire prevention measures. It is highly forbidden to use cookers as heaters and to leave the cooker switched on without supervision, to use direct heaters, to keep the computer on permanently, to damage or modify electrical appliances. appliances and the like.

**Fire alarms in apartments prohibition of tampering with the alarm and removing the batteries off.**

**Leave the apartment and the building when there is a fire alarm in the corridor! Evacuation plans are by the elevators.**

13/ Is strictly prohibited smoking in the bed, in the room, in the corridors under penalty fee 500 Czech Crowns.

Smoking areas are reserved for smoking.

14/ saving electricity, protect the environment, turn off all electric appliance and lights.

15/ upon departure of the accommodation, it is obligatory to return the key to the apartment, bedding. Non-return is a penalty according to the price list. Then the reception will check you out.

## Cleaning

Regular cleaning of the bathroom and toilet is carried out Monday to Saturday in the morning. Sanitation day and time once a week is indicated on the entrance door, the schedule is placed in the display cases in the reception. When sanitizing the apartment, it is necessary to leave the apartment.

During sanitation, it is obligatory to store personal items in cupboards, including the kitchen unit and refrigerator.

The cleaning of the kitchen unit is the responsibility of the guests. Food residues must not accumulate on the kitchen counter, in the refrigerator, on the table, in the furniture, etc. An extermination fee is charged when insects are found in connection with kitchen waste. In case of non-observance of these instructions, hygiene principles, excessive soiling of the apartment-room, a pollution fee is charged according to the price list. Repeated violation of hygiene rules is grounds for termination of stay.

## Bedding

**Change of bedding 1x per 2 weeks, the possibility of changing it earlier is for payment according to the price list at the reception.**

For hygienic reasons, you are required to cover the bedding with a blanket and pillow, the sheet must be permanently on the bed. Pollution is under penalty.

## waste

take your waste (especially on Sundays) to the container under the stairs next to the entrance to the reception.

Please sort the waste separately, glass, plastics, municipal waste.

## television in the apartment

A satellite with TV programs of the nationalities of the guests is available. If you are not in the apartment, the TV must be turned off.

## Electric appliances

only small personal appliances are allowed. The location of the cooker, second refrigerator, washing machine is charged.

## Internet

WIFI internet is provided by an external provider. To do this, it is necessary to rent a wifi router at the reception (CZK 500 deposit) and pay for the internet by mobile according to the price list. More information at the reception.

There is an internet computer at the reception. It is possible to use the internet for a nominal fee.

## Laundry servis

The hotel house has a laundry room for guests. At the reception, you order a washing machine, a dryer mashine and an hour of its use, you buy laundry capsules. A dryer machine is available. The service is charged according to the price list at the reception.

## Use of privat washing machine

preparation for connection is subject to a fee and a monthly for energy and water is subject to a fee.

## Drying clothes

use a high water spin, drying is possible in the apartment on hangers, if the laundry does not run out of water.

Upon agreement at the reception, a lockable dryer room can be rented.

## Retail sales

In the reception there are showcases with displayed goods and their prices are ensured at the reception of the house.

## Fitness

The hotel building has a mini gym for guests. Key and rent conditions at the reception.

## Vehicle parking

Free of charge in the parking area next to the Lidl mall. There is a charge for parking in front of the entrance.

## Bicycle parking

Bringing bicycles into the building and parking bicycles in the apartment is not allowed.

The bike room on the ground. Key will be issued by the reception against a signature, the area is monitored by a camera.

Parking bicycles in racks in front of the entrance - the space is monitored, without guarantee against loss or damage.

## Roller skates and scooters

Roller skating is not allowed inside house. Scooters can only be carried inside the facility.

## Collecting

Use the lake and park behind the building 100m away. Don't be noisy in the reception and front of house.

**Collecting and sitting on the steps of the entrance into the reception are prohibited.** Gatherings are only permitted in designated smoking stairs of buildings.

## Confirmation of accommodation

When you check in, you will receive an accommodation card with your name and address.

If you need an accommodation provider confirmation for authorities, banks, operators and other institutions, find out if they require a verified signature of the executive or just a confirmation. This service is subject to a fee.

## Doctor, fire, police, disturbance

Contact the reception

## Defects

In the event of a fault in your room, contact the reception.

Dear Guest, We are honored that you have chosen our facility for your stay.

We wish you a peaceful and comfortable living. At the same time, we ask for your suggestions, comments and opinions on the operation of the Hotel House, which are a source of improving the quality of our service. Thank you.

Director of the Pardubice Hotel House





*Stráž na Kuntické hradě / Die Burg auf dem Berg Kuntická hora / Castle on near Mount Kuntická*