

## Hotel Asia Center of Japan - Regulations

Every guest is requested to observe and comply with the following regulations established by Hotel Asia Center of Japan to ensure that hotel guests have a pleasant and safe stay in accordance with Article 10 of the *General Terms and Conditions for Accommodation Contracts*. If a guest fails to comply with the hotel regulations, the hotel may choose not to permit further use by the guest of the guest room and other hotel facilities pursuant to Article 7 of said *General Terms and Conditions for Accommodation Contracts*. In addition, please be aware that the hotel may request the guest to pay for any damages incurred by the hotel.

### **(1) Use of guest rooms**

1. Please confirm the location of emergency exits and emergency escape routes upon arrival at your room.
2. Please do not use inflammables for heating, cooking, etc., or candles and irons, etc., in the guest room.
3. Cooking in the guest rooms is strictly prohibited.
4. Please refrain from smoking in places where certain articles may easily combust, especially in bed.
5. Please do not use guest rooms for business activities, as offices, or for any purposes other than accommodation, without the permission of the hotel.
6. Accommodation by persons not registered for accommodation and any use of a guest room by persons exceeding the contracted number is strictly prohibited.
7. Please do not rearrange guest room furnishings or install or remodel the room's fixtures without the permission of the hotel.
8. The hotel may refuse accommodations to minors unless permission is received from parents or guardians permitting such stays.
9. Please do not remove small furnishings or items from the guest rooms.
10. An extended stay at the hotel exceeding seven nights is not allowed, in principle.

### **(2) Visitors/room keys**

1. Please refrain from having visitors come to your room after 10:00 p.m. (Please entertain visitors in the lobby after that time.)
2. Please answer any knock at the door with the door latch attached or after checking through the peephole. Please notify the Front Desk (extension 9) of any suspicious persons.
3. Please make sure that your door is locked when leaving your room during your stay. (The door is self-locking.) Although the hotel has no curfew, please make sure to leave your room key at the Front Desk when going outside.
4. If you fail to return your room key due to loss, etc., you will be requested to pay the actual expense for the key.

### **(3) Valuables**

1. Please deposit your cash and valuables, etc., in a safety deposit box, which is available at the Front Desk. You can only use the safety deposit box during your stay.
2. The hotel will not accept responsibility for the loss or theft of any such articles from guest rooms and public spaces.

### **(4) Unclaimed articles**

1. Unclaimed articles, unless otherwise specified, will be held for the periods detailed below. Articles that remain unclaimed after these periods will be treated as items that the owner has no interest in receiving.

Items left at the Front Desk by staying and non-staying guests: 1 month

Items left in the storeroom: 3 months

### **(5) Lost & found**

1. Any item that is found will be kept at the hotel for a certain period and then turned over to the nearest police station for collection at your convenience.

### **(6) Parking lot**

1. Please do not leave any valuables or other items inside your car while it is parked.
2. The hotel will not accept responsibility for any loss or accident or any trouble between users in the parking lot. In addition, you will be requested to comply with the *Terms of Use of Parking Lots*, posted on the side of the fare machine of the hotel parking lot.
3. The parking lot is available on a first-come, first-serve basis, and thus cannot be reserved.

### **(7) Payment**

1. The payment of charges will be settled via cash or the accommodation coupons/credit cards accepted by the hotel.
2. You may be requested to settle your account at some point during your stay. If so, please make payment at that time. Any guest failing to make payment when requested by the hotel may be required to vacate his or her room.
3. In circumstances where a party other than the staying guest is to make payment for charges incurred by the guest and when payment is not made by the determined date, the hotel will request payment directly from the guest.

### **(8) Please refrain from such activities as described below, as they may become a nuisance to other guests at the hotel.**

1. Bringing dogs, cats, birds, or other animals or pets into the hotel (however, except for assistance dogs for physically handicapped persons)
2. Bringing explosives or inflammable substances into the hotel
3. Bringing odorous or harmful substances into the hotel
4. Bringing into the hotel any other items that are prohibited by laws & regulations
5. Bringing into the hotel any items of an unusually large size or in unusually large quantities
6. Gambling, coercive speech or conduct, behavior counter to public morals, or behavior, speech, or conduct (including loud noises) that other guests may find abhorrent or that may cause a nuisance to other guests
7. Leaving your guest room while wearing a *yukata* (a Japanese gown), slippers, etc.
8. Distribution or the posting of advertising or sales literature, sales of goods, soliciting, or other such activity within the hotel without the permission of the hotel