

1. After checking into your designated room, inspect all areas including furniture and mechanical appliances. Record and report any pre-existing damage. Repairs or replacement for damage or stolen hotel property incurred to the room or its furnishings will be the responsibility of the occupants of the room. Anyone found destroying, defacing or stealing hotel property will be held financially and legally liable. The hotel will bill you for items missing from the room.
2. Upon checking into your room, locate the closest emergency exit and memorize its location. Also establish an alternate exit. Find out where the exit stairs lead. Never use the elevator during an emergency. An outdoor location to meet should be identified by the chaperone and roll call taken.
3. Determine if the room windows open, most do not. Make mental note of what is below your window.
4. **Never** give out your room number to people other than your group members.
5. **Never** open hotel room door without verifying who it is first. (use peep hole)
People, other than group members, should not be in the rooms at anytime.
6. When in the room, develop the habit of leaving your room key in one location. The nightstands, next to the phone or on top of the television are good locations.
7. Take the room key when you leave the room (hotel doors are weighted and can close and lock automatically).
8. After curfew, all students must remain in their assigned room with the doors closed/chained and locked.
9. Always be respectful; treat hotel guests and staff with appropriate language and politeness. Keep noise levels down! Should hotel need to refund monies to other customers as a result of the excessive noise complaints, that cost will be passed on the group.
10. Noise carries up the elevator shaft so please remain calm and quiet while riding the elevators. Elevator etiquette also includes not overloading or jumping while the elevator is in motion!
11. Long distance phone capabilities (this includes the use of calling cards-you will be charged) are often disconnected in the individual student rooms. You may use the hotel lobby phones or personal cell phones when making these calls.
12. All members of the group are expected to be ready at the predetermined time.
13. Avoid leaving valuables unattended in the room when you leave.
 - If a safe deposit box is needed, check with the front desk. Fees will vary.
14. Any room incidental charges are the responsibility of the room occupants and must be paid prior to departure.
15. Make sure you know how to contact the room of your group leader.