

HOTEL POLICY/HOUSE RULES

100% SMOKE-FREE:

The Latch Pop Up Inn is a non-smoking facility. Violators will be asked to leave with no refund.

CANDLE, INCENSE, ESSENTIAL OILS:

Candle, incense, essential oils (*diffusing, vaporizing, etc.*) are prohibited.

NO-COOKING, COOKING APPLIANCES, COMBUSTIBLES, OR FIREWORKS:

The safety of our guests, staff, and this facility is extremely important to us. Preparation of food in guest rooms by any type of cooking appliances is prohibited. Open fires, flames or cooking grills, either charcoal or gas, and fireworks are not allowed anywhere on hotel property.

CHECK-IN REQUIREMENTS:

Guests must be at least 18 years of age to check in at the Latch Pop-Up Hotel. In the interests of security and to prevent fraud, guests are required to confirm their identity by providing their valid government issued photo identification (*State driver's license, passport, etc.*) at check-in.

GUEST REGISTRATION:

We require valid contact information from the guest making the reservations including first and last name, address, phone number, and signature. The names of all guests occupying the room must be registered.

CHECK-OUT TIME: Room rental period expires at 11:00 a.m. Additional day charge, plus tax may apply for late checkout.

CHECK-OUT PROCEDURE:

Check-out time is 11 a.m. Please check-out with Front Desk so that housekeeping may begin cleaning your room as soon as possible. If you require a later check-out, please contact Front Desk prior to the day of your departure and we will do our best to accommodate your request. A charge may apply for late check-out.

EARLY DEPARTURE:

Guests who check out of the hotel after 11:00 a.m. and prior to their scheduled departure date are subject to an early departure fee.

PAYMENT: All reservations and registration must be guaranteed with a valid major credit card. We accept Visa, Master Card, American Express, and Discover Card. Pursuant to credit card agreements, credit cards are not valid unless signed by the cardholder. Credit cards must be signed. Cash (USD) payment is welcomed with a signed credit card. All guests are required to present a valid major credit card and government issued photo identification even if guests are planning on paying in cash upon check-out. Checks and foreign currency not accepted.

CHECKS AND CHECK CASHING:

We do not accept checks. We do not provide check cashing services.

RESERVATION AND PAYMENT FOR GUESTS BY PRIVATE THIRD PARTIES:

Generally, third party payment is not permitted. In the case of paying for a family member if you will not be physically present at the hotel, we require prior completion and approval of a Credit Card Authorization form including a copy of your driver's license and the front and back of your signed credit card. You will be responsible for any and all damages and loss. We reserve the right to refuse reservation at any time for any reason.

RATES:

All rates are quoted in United States currency, plus tax. Rates may increase without notice. Rates as advertised on the Latch Pop Up Inn website or any other website or promotional material are subject to change at any time and may increase or decrease at the hotel's discretion.

VISITORS: Visitors must notify Front Desk upon their arrival. Visitors must be accompanied by the registered guest at all times.

ACCESS TO ROOMS:

To provide all of our guests with an exceptionally clean and safe hotel experience, we reserve the right to enter your guestroom for reasonable purposes, such as for housekeeping, maintenance, verify that the room, its furnishings, and mechanical equipment are intact, or to address or prevent a violation of our Hotel Policy/House Rules. Hotel staff will normally knock and announce themselves before entering your guestroom, unless we believe that exigent circumstances exist. In the event of suspected illegal activity, management reserves the right to summon law enforcement to aid in eviction.

MAXIMUM OCCUPANCY:

Room occupancy requirements are decided by Management.

ROOM KEYS:

Room keys are issued to the registered guest(s). No room keys will be issued to youth under 18 at any time. I.D. is required if you have lost your key and require a duplicate. Please return room keys to Front Desk at Check-out.

FIRE SAFETY POLICY:

The hotel is fully equipped with smoke detectors, fire safety information, and emergency evacuation plans. Please review this important information.

NO IN-ROOM PARTY:

The Latch Pop Up Inn enforces a No In-Room Party Policy to ensure we can protect the hotel and our guests at all times. No parties, loud disturbances and/or noise-nuisance are allowed or tolerated on these premises. In the event of a disturbance, one polite request (warning) will be

given to reduce the noise. If our request is not followed, the guest will be asked to leave the hotel without refund. Registered guest(s) is responsible for all persons visiting.

PARKING AT OWN RISK:

Parking for registered guest(s) is free. All vehicles are parked at the risk of the owner. The Latch Pop Up Inn shall not assume liability or responsibility for any vehicle, occupants, or contents while operated or parked on the hotel property. If a vehicle is left in the hotel parking lot after the guest has departed without the written consent of the hotel, the hotel reserves the right to have the vehicle towed at the owner's expense.

DAMAGE AND/OR THEFT OF HOTEL PROPERTY:

You are liable for any damage howsoever caused (whether by the deliberate, negligent, or reckless act) to the room (s), hotel's premises or property caused by you or any person in your party whether or not staying at the hotel during your stay. The Latch Pop Up Inn reserves the right to retain your credit card and/or debit card details as presented at registration and charge or debit the credit /debit card such amounts as it shall in its sole discretion deem necessary to compensate or make good the cost or expenses incurred or suffered by the Latch Pop Up Inn as a result of the aforesaid. Should this damage come to light after the guest has departed, we reserve the right and you hereby authorize us to charge your credit or debit card for any damage incurred to your room or the Hotel property during your stay, including and without limitation for all property damage, missing or damaged items, smoking fee, cleaning fee, guest compensation, etc. We will make every effort to rectify any damage internally prior to contracting specialist to make the repairs, and therefore will make every effort to keep any costs that the guest would incur to a minimum.

DAMAGE DISCOVERED AFTER CHECK-OUT:

Guest Rooms found with waste strewn around, in complete disorder, and/or "trashed" will be subject to maintenance deep cleaning fee, administration fee and/or third party fees.

DAMAGE TO ROOM: Damage to rooms, fixtures, furnishing and equipment including the removal of electronic equipment, towels, art work, etc. will be charge at 120% of full and new replacement value plus any shipping and handling charges. Any damage to hotel property, whether accidental or willful, is the responsibility of the registered guest for each particular room. Any costs associated with repairs and/or replacement will be charged to the credit card of the registered guest. In extreme cases, criminal charges will be pursued.

DAMAGE TO MATTRESSES AND BEDDING:

Damage to mattresses and linen including; towels, mattress pads, sheets, bedspreads, blankets resulting from the use of body oils, make-up, shoe-polish, etc. will result in a charge for the special cleaning, repair or replacement of the damaged article.

DAMAGE OR TAMPERING WITH FIRE DETECTION SYSTEMS/FIRE-FIGHTING EQUIPMENT:

The Latch Pop Up Inn reserves the right to take action against any guest or visitor found to have tampered or interfered with any detection equipment throughout the hotel, including detector heads in public areas, guest rooms, break glass points and fire extinguishers. Guests or visitors

found to have tampered with any fire detection or fire-fighting equipment will be charged with any costs incurred by the hotel due to their actions and will be asked to leave the hotel. Depending on the severity of the guest actions, law enforcement may become involved at the hotel's discretion. Should the fact that fire-fighting or detection equipment had been tampered with come to light after the guest has departed, we reserve the right and you hereby authorize us to charge your credit or debit card for any damage incurred to your room or the Hotel property during your stay, including and without limitation for all property damage, missing or damaged items, smoking fee, cleaning fee, guest compensation, etc.

CHANGES OR MODIFICATION TO THE HOTEL POLICY/HOUSE RULES:

The Latch Pop Up Inn reserves the right to amend, modify, change, cancel, vary or add to these Hotel Policies/House Rules or the arrangements and content featured on our Hotel website at any time without prior notice. Please check our website regularly for updates to Hotel Policy/House Rules. Any modification to these Hotel Policy/House Rules that occurs before your departure is considered a part of your reservations agreement with us. A copy of these Hotel Policy/House Rules is located on our website, and is available from Front Desk staff upon request.