

## GENERAL HOUSE RULES

Dear Guests,

To ensure that your stay at MEININGER is as pleasant as possible, we ask you to please forward the following House Rules to all participating travellers.

### RECEPTION

Our reception desk is staffed around the clock by a dedicated team that is always happy to help with any questions or concerns you may have. Hotel Berlin Tempelhofer Ufer: We ask Guests arriving after 2:00 PM to check-in at Hotel Berlin Hallesches Ufer directly across the street.

### ROOMS

- Normally, we provide one key card for every room. Additional key cards can be borrowed from the reception at any time, though a deposit must be left for each one. Upon departure, these should be collected and returned to the reception desk.
- On the day of arrival, rooms are available starting at 3:00 PM; on the day of departure, they must be vacated by 10:00 AM. A luggage room is available around the clock for the temporary storage of your luggage, free of charge. The Hotel assumes no liability for lost or damaged properties. Valuables can be stored safely in safe deposit boxes, though a deposit must be left.
- In the multi bed rooms and dormitories, Guests must dress their own beds.
- Guests staying in single and double rooms will be provided with towels. We ask those Guests staying in multi bed rooms and dormitories to please bring their own towels. It is also possible to borrow a towel at the reception desk if a deposit is left (while stocks last).
- Please do not dispose tampons or sanitary napkins in the toilets! All bathrooms come equipped with sanitary bags and a waste bin.
- Windows may be opened solely for the purpose of ventilating rooms. For safety reasons, it is not permitted to lean out of windows, to throw anything from them or sit on their sills. It is also not allowed to shout anything out of the windows.

For groups of 12 or more, the following also applies:

- Upon arrival, a security deposit of 50.00 EUR respectively 50.00 GBP for all key cards must be left with the reception. This will be reimbursed upon departure minus any potential costs arising from lost or damaged key cards.
- On the day of departure, all beds must be stripped and all waste deposited into the waste disposal provided. Please be sure to collect the trash that has gathered under the beds as well. If needed, large trash bags are available at the reception desk.
- Upon departure, a staff member will inspect each room together with a group leader.

### MEALS

Food and beverages are not to be taken out of the breakfast room. Please bring used dishes, silverware and waste to the designated waste disposal station.

For groups of 12 or more, the following also applies: Please send us the meal plan until 8 days prior to arrival. This form is available for download at [www.meininger-hotels.com](http://www.meininger-hotels.com).

Breakfast Times	Mon-Fri	07:00-10:00	Sat/Sun	07:30-11:00
Dinner (as per agreement)	Mon-Sun	17:00-20:00		

### QUIET HOURS, ORDER & SAFETY

- Quiet hours begin at 10:00 PM and apply to all rooms, hallways and exterior areas. Disregard of quiet hours can lead to immediate dismissal from the house. We expect our Guests to treat each other and our staff with the utmost respect.
- After 10:00 PM all noise must be avoided upon leaving or coming back to the Hotel out of respect for the Hotel's neighbours and Guests.
- It is imperative to respect the maximum load capacity of the elevators. The Hotel is not liable for costs resulting from improper elevator usage; these must be paid immediately on site by the responsible parties.
- The Hotel is staffed 24 hours a day, and inspection rounds are made throughout the night. All public areas are under video surveillance for safety reasons.
- Non-residential persons are only allowed to enter the hotel area after registration at the reception desk. The Hotel reserves the right to decline the entrance in particular cases.

For youth groups of 12 or more, the following also applies:

- Upon arrival, our staff will hand out wristbands in consultation with the group leader, in order to control the belonging to the Hotel's Guest. These wristbands must be worn for the duration of the stay.

### ALCOHOL, SMOKING, ILLEGAL SUBSTANCES & WEAPONS

- It is prohibited to bring alcoholic beverages into the Hotel.
- Smoking is prohibited in the entire Hotel but, however, permitted in specifically designated outdoor areas.
- The Hotel assumes no responsibility for the costs of fire alarms set off by illicit smoking or manipulation of smoke detectors wilfully manipulated by Guests. These costs must be paid immediately on site by the offending parties.
- Bringing illegal substances and weapons into the Hotel is strictly forbidden and will lead to immediate dismissal and notification of the proper authorities.

### IN CASE OF EMERGENCY

The fire alarm rings as a loud signal tone. Once the alarm sounds, it is no longer permitted to remain in or return to the rooms. Please leave the building immediately on the quickest way. In this case, elevator usage is strictly prohibited; please use only the stairwells and emergency stairwells instead. All emergency exits are designated accordingly. Evacuation plans are available at the reception desk and at all Guest room doors as well as on all corridors. Upon evacuating the Hotel, please go to the designated outdoor meeting point, which is either in front or in the back of the Hotel, depending on the situation.

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**SECURITY DEPOSIT FOR GROUPS OF 12 OR MORE**

Upon the arrival of a group, the Hotel retains the right to collect a security deposit in the amount of 10.00 EUR respectively 10.00 GBP per person, though not exceeding a total of 500.00 EUR respectively 500.00 GBP for the group. Upon departure, this deposit will be reimbursed in full so long as no damage to hotel property has been caused by the group. Damages that are at higher costs than the security deposit have to be paid on the spot.

Moreover, the General Terms and Conditions of the MEININGER Hotels apply, which are available for download at [www.meininger-hotels.com](http://www.meininger-hotels.com) or may be asked for at the Hotel.

Gross offence against the House Rules and/or the General Terms and Conditions as well as repeated disregard of staff instructions will lead to dismissal. Should this occur, reimbursement for already-paid services is not possible.

Thank you very much for your attention and your consideration of these House Rules. Should you have further questions regarding your stay, we would be happy to hear from you at any time. We wish you a pleasant stay at MEININGER.

**Your MEININGER Team**

Last updated: 2010-03-09