



**HOTEL SZYMBARK**

W samym sercu Kaszub



**REGULATIONS OF THE HOTEL**  
**KASZUBSKIE CENTRUM KONGRESOWE sp. z o. o.**

ul. Szymbarskich Zakładników 12

83-315 Szymbark

NIP: 589-197-61-64

KRS: 0000345359

REGON: 220924076

Szymbark 2025

## REGULATIONS OF THE HOTEL

1. A hotel guest renting a room is required to present a photo ID to the receptionist upon check-in. If the guest refuses to provide an ID in a way that allows check-in, the receptionist has the right to refuse check-in and room key issuance.
2. The guest must personally sign the registration card, which contains details from the guest's ID.
3. The hotel room is rented on a daily basis. The hotel day lasts from 3:00 PM on the day of rental until 11:00 AM the following day. If the guest does not specify the duration of stay, it is assumed that the room has been rented for one night.
4. A request to extend the stay beyond the period specified on arrival should be made at the reception by 10:00 AM on the day the rental period expires. However, the hotel is not obliged to grant the extension.
5. If a guest vacates the room after 11:30 AM, an additional charge for extended stay will be applied. If the room is vacated after 6:00 PM, a full daily rate will be charged.
6. The renting guest may not transfer the room to other persons, even if the period for which payment was made has not expired.
7. Persons not registered at the hotel may stay in the guest's room from 7:00 AM to 10:00 PM. The presence of unregistered persons in the guest's room after 10:00 PM will be considered as an agreement by the renting guest for their paid accommodation. The charge will be according to the current extra bed rate for an adult, as per the price list available at the hotel reception.
8. Throughout the stay, children under 13 years of age must remain under the constant supervision of adults. Guardians are responsible for the behavior of children, including any damage they may cause.
9. Smoking tobacco products is strictly prohibited in all hotel areas, including hotel rooms, in accordance with the Act of April 8, 2010, on health protection against the consequences of tobacco use (Journal of Laws No. 81, item 529). Violation of this prohibition in a hotel room will result in a charge of 2,000 PLN for deodorization.
10. The hotel enforces quiet hours from 10:00 PM to 6:00 AM. During these hours, guests and visitors must behave in a manner that does not disturb others.
11. The guest bears full financial and legal responsibility for any damage to the hotel's furnishings and equipment caused by themselves or their visitors.
12. For fire safety reasons, the use of heaters, irons, and other electrical devices not included in the room's equipment is prohibited. This does not apply to chargers and power adapters for electronic devices such as phones, laptops, and tablets.

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13. Each time the guest leaves the room, they must ensure that the door is properly locked.
14. At check-out, the guest must return the room key card to the reception. Losing the card will result in a fee of 100 PLN.
15. Room cleaning and necessary repairs are carried out in the guest's absence, or in their presence if they request it. Guests who do not wish their room to be cleaned should place the "Do Not Disturb" sign on the external side of the door handle.
16. The hotel's liability for the loss or damage of items brought by the guest to the hotel is regulated by Articles 846-849 of the Civil Code.
17. The hotel's liability is limited if the items were not placed in the reception deposit. The hotel has the right to refuse to store money, securities, and valuable items, especially jewelry or objects of scientific or artistic value, if they pose a security risk, have excessive value relative to the hotel's standard, or take up too much space.
18. The hotel provides services according to its standard. Any complaints regarding service quality should be reported immediately at the reception.
19. Personal belongings left by the guest in the room after check-out will be stored for 3 months. Their return can be arranged at the guest's expense upon prior agreement on the shipping method.
20. The hotel enforces a strict no-pet policy.
21. If a guest violates the hotel regulations, the hotel may refuse further services to the violating individual. Such a person must comply with hotel staff's requests, settle any outstanding payments, pay for damages, and leave the hotel immediately.
22. The hotel may refuse to accommodate a guest who previously violated hotel regulations, caused damage to hotel property, guests, or staff, or otherwise disrupted hotel operations.
23. The hotel premises, including both indoor and outdoor public areas, are under 24-hour surveillance for the safety of guests and staff.
24. The hotel provides Internet access to guests. Internet use must comply with applicable laws, and the hotel is not responsible for connection quality or guests' online activities.
25. The hotel offers parking spaces. The parking lot is unsecured, and the hotel is not responsible for parked vehicles or items left inside them.
26. Any room defects should be reported immediately to the reception. Failure to do so may result in the guest being charged for repairs.

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27. The prohibition of bringing animals into the hotel does not apply to guide and assistance dogs for persons with disabilities. In such cases, prior notification at the reception is required.
28. The bill for the stay must be settled at check-in at the reception.
29. Staying at the hotel constitutes acceptance of the hotel regulations by the guest.

**Thank you for your attention.**