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## ACCOMMODATION RULES OF OPERATION FOR GUESTS IN KDS

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1. All of the guests are obliged to know the Accommodation terms and rules in KDS. They must keep order and all the regulations. If a guest repetitively or indecently violates the order he/she risks having to terminate the stay without any compensation.
2. KDS is authorised to accommodate only a guest with a **valid identity card, passport or other identity document**. After signing in guests will receive their own KDS card (card of accommodation) which will allow them to enter the hostel. The guest must show this card anytime he/she wants to enter the hostel or requires a room key. Without this card a guest will not be allowed to enter the building.
3. Every guest who is not a citizen of the Czech Republic is required to **fill in and submit** at the front desk the **official document** on the reporting of stay under the provisions and principles of the Act on the Residence of Foreign Nationals in the Czech Republic. This document must be presented to the client by a hostel employee upon arrival. The document must be filled in truthfully and completely.
4. A guest must pay for the accommodation and any other services provided according to the hostel's established prices upon arrival if the payment has not been already done via a bank account.
5. After arrival, a KDS employee will give the guest a card of accommodation, a room key and a wardrobe key. **The keys and the card must only be given to the guest directly**. In case of losing the card, the guest must pay the price of 100,- Kč per card. In case of losing any of the keys, the guest must pay the price of 500,- Kč per key.
6. The guest **agrees** to the terms by putting his/hers signature into the accommodation book but agreeing itself is also confirming the reservation via reservation form, e-mail or phone call.
7. The house **opens at 7a.m. (07:00) and closes at 12a.m (00:00)**.
8. The rooms for guests are ready from 2 p.m. (14:00)
9. **Arrival must take place before 8p.m. (20:00)**. Later arrivals may be possible after informing the KDS reception. If the guest does not arrive before 8p.m. without informing the reception, the room will be given to another guest.
10. The last day of the stay, guest must **leave the room before 10a.m. (10:00)**. If they do not do so, KDS is allowed to charge the guest the price for one more day. If KDS has not already got a reservation for that same room and the guest does not obey or is not present in the hostel, KDS has the right to (with the presence of two KDS employees) write down and gather all the guests belongings and put them to a safe place so the room can be used for other guests with a reservation. For saving those belongings, KDS charges 50,- Kč per baggage and per day. Before leaving, the guest is required to close the taps, turn off the lights, close the windows, lock the room and give all the keys and the accommodation card to the reception.
11. Guests **must not smoke** in any spaces in KDS (including rooms, garden, balconies, toilets etc.). For smoking or **any manipulation with fire** (even by the window), the guest is charged with 1000,- Kč. When repetitive violation of this rule occurs, KDS immediately terminates the stay without compensation.
12. **The use of any drugs is strictly forbidden in any spaces in KDS**. When violation of this rule occurs, KDS immediately terminates the stay without compensation.



13. A guest must **not bring any electrical devices**, heating devices, tools or objects that could affect other guests into the hostel. This does not include devices used for hygienic purposes (devices used for shaving, massaging or blowdryers) or personal computers or mobile phones. A guest is required to disconnect all the devices from the network when leaving the hostel. Spaces for cooking purposes are provided at each floor (microwave oven, cooker, kettle). A hair straightener and a blowdryer can be borrowed on the reception for 5,- Kč. Refrigerators may also be used - one refrigerator placed at each floor and one on the reception. KDS is not responsible for any lost foodstuffs.
14. In rooms and spaces inside KDS a guest **must not move any furniture**, affect the electrical network in any way or other installations. If a guest violates this rule, he/she will be charged with 1000,- Kč. Damage caused by violating this rule the guest must pay the reparations immediately on the hostel reception. If the guest does not do so, KDS will exact the damages via trial or execution.
15. A guest is required to keep all the spaces inside KDS **clean and in good state** (throw out the garbage, clean the spaces for cooking purposes, refrigerators). Guests are obliged to put garbage into established places (bins). A guest must behave decently and appropriately and will not be allowed to enter the building when being drunk or in very dirty clothing.
16. Any **damage of the hostel's inventory** must be immediately reported to the reception. In case of damage to any object or equipment belonging to KDS, a guest must pay for the reparations. He/she must not do so if he/she proves it is not his/her fault.
17. No visitors are allowed into the rooms. However, visitors are allowed to enter certain spaces inside KDS (with approval of KDS) after being written down into visitors book which is conducted at the reception. Visits are possible only from 10 a.m. (10:00) to 8 p.m. (20:00).
18. For safety reasons, it is **forbidden to leave children under 15 years old** in rooms or other spaces inside KDS without an adult supervision.
19. Animals are not allowed inside the hostel.
20. Guests are obliged to respect the quiet hours - from 10 p.m. (22:00) to 6 a.m. (6:00).
21. Guests are required to close the windows in their rooms before leaving the building.
22. Any further suggestions or complaints might be said directly to the employees of KDS. They might also be written down into a book which is placed on a small table by the reception.
23. **Wi-fi connection** is available everywhere in KDS. The password is stated in every room.
24. Hostel KDS is not responsible for any damage caused to objects brought in by the guests.
25. Guests are required to know the fire safety rules and alarm directives and follow them in case of danger.
26. In case of danger or problems during night hours, please go to rooms 47 or 48 on fourth floor, on the right end of the hall.

**We wish you a happy stay in Prague and in KDS!**