



LODGING POLICY

The Do Not Disturb (DND) sign should only be used while physically in the room. Housekeeping is required to enter guest room every 3rd day regardless of DND sign. On the 3rd day, DND will only be honored until 1100 hours.

Check out time is **1100** hours. To avoid a late check out fee, please **check out at the front desk or call the front desk.**

1. Do not tape, tack, or staple any charts, photos, place pullup bars, etc. to the door frames, walls and/or facings. **These items are known to damage walls.**
2. Do not flush feminine hygiene products/baby wipes in the toilet. You may be charged a clog removal cost.
3. ****Tobacco use is prohibited in all facilities. Smoke odor/evidence of ashes will incur a \$150.00 cleaning fee.**
4. **Do not rearrange the furnishings.** Do not leave soiled clothes scattered on the floor, keep clutter to a minimum.
5. Do your part to help control rodents/pests. All food items must be properly stored. Do not leave unwrapped, or open food/beverage items in the room. **Opened/improperly stored items may be discarded by our staff.**
6. Storing of bicycles and/or automotive parts in rooms are not permitted at any time.
7. ****Towels, washcloths, bathmats, etc. are to be used for their intended purposes only. Damage or staining due to hair dye, make-up, grease, oil, shoe polish, beverages, etc. will result in a charge to the guest for replacement of the items.**
8. ****Pets are not authorized in any Non-Pet Friendly room at any time. Violations may result in a \$150.00 fine.**
**** These items may incur a fee or cost on the first offense.**

HOUSE RULES

1. Liquid bleach, liquid shoe polish/sole dressing are prohibited in lodging facility. **If found, items will be removed without notification to the guest.**
2. Pornographic, inflammatory, offensive, or prejudicial material will not be displayed in quarters.
3. Respect your neighbor by keeping the volume down on your radio, television, or gaming system.
4. Shirt/shoes must be worn in all public/common areas including laundry room.
5. Laundry room: Do not leave laundry unattended and ensure all laundry doors are always secure.
6. Absolutely no open flames of any kind. This includes candles, incense, etc. Flammables such as gas, charcoal, lighter fluid, etc. are not permitted in your room. **Items may be removed without notification to guests.**
7. Alcoholic beverages may be consumed by guests of legal drinking age in the following areas: Guest room, Lobby Seating area (except the main building 332) and rear patio area. There is absolutely no drinking near any entry area to Shogun Inn. Beer kegs are not permitted on the premises of any lodging facility.
8. Roller skates, roller blades, and skateboards are prohibited in or around lodging facilities.

"Violation Letters" will be left whenever the guests violate one of the Lodging Policies or House Rules. The first offense will result in a warning, 2nd offense may result in a \$150.00 fine, and 3rd offense may result in eviction.

The guest will be charged for any damage beyond fair wear and tear of lodging property.

THE FOLLOWING COOKING APPLIANCES ARE AUTHORIZED Except in Bldgs. 304,306,332,508:

Crock Pots, Electric Coffee Makers/Tea Kettles, Toasters, Microwave Ovens, Air Fryer, and Rice cookers.

In accordance with Kadena ABI 32-2001, Absolutely no cooking with any type of grease, oil, lard, etc.

The kitchenette area countertop is the only authorized location for cooking appliances.

The use of such appliances comes with strict guidelines and equally stringent consequences for any violations. Guests are responsible for cleaning the area and appliances after **EACH** use. The guests must provide their own cleaning materials such as towels, rags, clothes, etc. Use of lodging towels will result in the guest paying for the cost of replacement. Failure to abide by these rules may result in the appliance being removed from the room. If the appliance is left unattended, in use, **for any length of time**, it will be confiscated to the Front Desk, and the food items associated will be discarded. If the guest fails to clean the area, guests may be charged a cleaning fee for **EACH** occurrence.