

AxisRooms

Hotel Room Rules & Regulations

A printable room policy template for hotels, resorts, homestays, and serviced apartments.

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☐ **Hotel Tip:** Use these room rules as a reference when creating in-room guest information or hotel policy booklets.

Room Usage Rules

Clear guidelines for how guests should use and care for their room during their stay.



Occupancy

Only registered guests may stay overnight in the room.



Furniture

Do not move or rearrange furniture without staff assistance.



Cleanliness

Help maintain room hygiene throughout your stay.



Balcony

Use balconies responsibly and always supervise children.



Appliances

Use only hotel-provided appliances for your safety.



Decorations

Avoid attaching decorations that may damage walls or furniture.

 **Hotel Tip:** Keep room rules concise — guests are more likely to read and follow shorter, clearer guidelines.

Housekeeping & Amenities

Help guests understand what to expect from housekeeping services during their stay.

Service Information

- Housekeeping operates daily between 9am and 5pm.
- Linen is replaced every third night or upon request.
- Fresh towels are provided daily during service hours.
- Use the Do Not Disturb sign to pause housekeeping visits.

Amenities & Requests

- Complimentary toiletries are replenished during each housekeeping visit.
- Contact reception to request additional supplies at any time.
- Extra pillows and blankets are available upon request.
- Use the in-room phone or app to schedule housekeeping.

 **Hotel Tip:** Inform guests how to request housekeeping or extra amenities through reception or your guest communication system.

Safety Inside Your Room

Essential safety information specific to the guest room environment.



Fire Safety

Locate the fire exit map posted on the back of your door.



Safe Deposit Box

Use the in-room safe to store valuables securely during your stay.



Emergency Contact

Dial the emergency number listed on your in-room information card.



Electrical Safety

Do not overload sockets or use damaged electrical equipment.



Windows & Balconies

Keep windows and balcony doors locked when leaving the room.



Lost Key Card

Contact reception immediately if your key card is lost or stolen.



Hotel Tip: Place emergency contact numbers and exit maps in a prominent, consistent location in every room.

Room Etiquette

Simple reminders to help every guest enjoy a comfortable and pleasant stay.



Noise Levels

Keep noise to a minimum, especially during evening and early morning hours.



Smoking Policy

Smoking is not permitted inside guest rooms or indoor areas.



Food & Drinks

Please dispose of food waste in the bins provided in your room.



Visitors

Inform reception when expecting visitors during your stay.



Pets

Pets are welcome only in designated pet-friendly rooms.



Property Care

Treat all room furnishings and fixtures with care throughout your stay.

- ☐ **Hotel Tip:** Frame etiquette guidelines positively — guests respond better to friendly reminders than strict prohibitions.

Hotel Room Readiness Checklist

Before placing your room policy in every room, make sure it includes the following:

- 1 Wi-Fi network name and password clearly displayed.
- 2 Reception contact number visible and easy to find.
- 3 Housekeeping timings listed for guest reference.
- 4 Emergency numbers included on the information card.
- 5 Smoking policy clearly stated in the room.
- 6 Visitor policy outlined for guest awareness.
- 7 Check-out time and procedure clearly communicated.
- 8 Room service menu or ordering details available.
- 9 Lost and found procedure included in documentation.
- 10 QR code linking to hotel services and information.

Hotel Tip

Review your room policies regularly to ensure they reflect your latest services, amenities, and operational procedures.

Update your checklist whenever new amenities, services, or procedures are introduced at your property.

For more information about AxisRooms property management solutions, visit axisrooms.com