

Embassy Suites: Rules & Policies**PLEASE READ CAREFULLY BEFORE SIGNING.**

As a condition of renting of the Embassy Suites at United States Embassy Association Building (USEA), I do hereby agree to the following:

1. No smoking and no pets are allowed.
2. Daily rate depends on the length of your stay; please refer to the price list on the reservation form. Long-term occupancy payment may be made monthly. In case of stay for 30 nights or more, you must prepay for 30 nights upon your check-in. Please make payments in cash, check or credit card. Personal checks will only be accepted from personnel assigned to Korea. A \$25.00 fee will be charged for all returned checks. Credit cards are only accepted during normal business hours of the office between 09:00 am - 5:00 pm, Monday through Friday.
3. We do not operate our Embassy Suites front office for 24 hours and there is no housekeeping basically. Our lodging is for room rental only. However, you can request a housekeeping service if you stay over a month and in this case, housekeeping can be made biweekly only.
4. Linens, towels and amenities will be provided once when you check in. Please use the laundry room at S8102 building at your convenience. If you need additional linens or towels, please contact the front office.
 - Office hours: 09:00 am to 5:00 pm (Weekdays only)
 - Inquiries after hours: 010-7123-4487
5. U.S. Embassy Association uses Korean credit card machine/system for Visa, Master, Amex, Discover credit cards. Payment made by credit card is recorded in USD and processed through our bank in KRW. Therefore, your final credit card statement may reflect a slight difference based upon the foreign exchange conversion rate used at the time of posting. Our receipt will show both USD and KRW amount of your payment. USEA is not be responsible for the difference due to the difference in the currency.
6. More than two adult guests (12 years old and above) in a room pay \$10.00 per each.
7. We require cancellations to be made 48 hours prior (before 4pm local Korea time) to your check in date, otherwise we will charge you a cancellation fee. 100% of one night charge will be charged if you do not notify us about your cancellation or any changes on your scheduled arrival and for No-Shows. Cancellation fee may be waived in case of emergencies. SOFA Requirements and USG Requirements are waived. This cancellation policy has been effective since April 1, 2015.
8. Check out is at 12:00 noon. Please return the room key to the USEA office and remove all of your belongings. A \$30.00 fee will be charged for all unreturned keys. If you check-out before 10:00 am, public holidays and on weekends, please leave your keys on the coffee table in your room.
9. Please report any damage or malfunctions immediately to USEA personnel at 02-397-4824. Any missing or damaged USEA property will be charged to the guest, if damage or loss is determined to be intentional.
10. All such fees and charges will be billed to the individual's unit address; if payment is not received within thirty (30) days, an itemized bill will be sent to the individual's commander/supervisor for action.

11. U.S. Embassy, Seoul, and Department of State personnel reservations have priority over other reservations.
12. Civilian guests must be at least 21 years old to rent a USEA Suite. Age limit for military personnel with valid ID card is 18 years old.
13. Please do not leave your belongings unattended outside the USEA Suite. Please lock your room at all times and carry any valuables with you. USEA is not responsible for any stolen/lost items.
14. No modifications to the facilities will be made, including installing equipment inside or outside of the TDY suite.
15. Lost and Found
USEA shall make every effort to return items found to the rightful owner. If a USEA employee finds an item before, during, or after your stay, it will be turned into the USEA office for safe keeping. Please understand that any item unclaimed after 60 days becomes the property of USEA.
16. It is the responsibility of USEA to operate the facility in a sound business manner to promote its mission. USEA reserves the right to promote, solicit, develop and make reservations for any activity it deems appropriate to the utilization of the facility. USEA reserve the right to refuse reservations for any reservation that may be considered inappropriate usage of the facilities.
17. This policy notice replaces all previous policies.
18. Point of contact for this action is Semi Kim, General Manager.

USEA AMENITY ORDER

Rollaway Beds

There is a \$10 charge for rollaway bed requests per night. Please call 02-397-4824 for availability.

OMISSION

In the case of any provisions not covered here, applicable USEA, USFK, State Department or Federal regulation will apply. In the event of conflict between those regulations, the one deemed stricter will apply.

INDEMNIFICATION AND LIABILITY

User agrees to indemnify and hold the Office of the United States Embassy Association, Seoul, Korea, and/or its representatives harmless from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way relates to the use of said premises by User; and if any suit or proceeding shall be brought against the United States Embassy Association on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by the use activities on said premises, whether by third parties, or employees, agents, servants, invitee or guests of User, or any other person, the User, at its sole expense, will defend same, and will apply any judgments which may be recovered against the United States Embassy Association.

I acknowledge the above polices and information contained in the TDY policies and regulation with reference to rental at USEA on

Check In Date: _____

Printed Name & Signature: _____