

FITNESS AND POOL CENTER

Hours of Operation: 8am to 8pm Mon. - Fri., 10am to 4pm Sat. & Sun.

You must be 18 years of age to use the indoor or outdoor pools, Jacuzzi, sauna, gym or tanning beds. Guests and visitors under the age of 18 must be accompanied by parent or legal guardian. No alcohol consumption allowed in facility. Only 2 additional guests allowed per apartment.

The outdoor pool is open for use from May 31st through September 31st.

The clubhouse and pool are closed during all holidays.

BUSINESS CENTER

Our business center is located at our main office in Olympic Village, Suite CC 104. Hours of operation are from 8am to 8pm Mon. - Fri., 10am to 4pm Sat. & Sun.

Services provided at our Business Center include the following:

1. Computer access featuring Windows XP Operating System with Microsoft Office Applications.
2. Inkjet printer capable of printing paper up to 8.5" x 14".
3. Internet access for web browsing or checking your E-mail.
4. Incoming or outgoing fax machine access.
5. Receive packages via UPS, DHL, FedEx, etc. at no addl. charge.
6. Short run photocopying, black & white only.

These services are available at no additional cost. We will provide assistance during normal business hours. We reserve the right to limit the use of materials beyond typical consumption rates. For volume duplication we can arrange for a local printer to produce goods to your specifications, printer's normal fees apply.

TELEPHONE SERVICE

All our suites are equipped with local, domestic long distance and voice mail telephone service at no additional charge as a courtesy to our customers. This service does not include the following:

- Directory assistance \$1.99 per use
- Last call return \$0.69 per use
- International calls \$ Current Rate
- Collect calls \$ Current Rate
- Any other toll calls \$ Current Rate

These calls will be your responsibility and will be billed to your suite, plus a \$10.00 billing fee. Contact us if you have any questions.



KITSAP HOSPITALITY

EXECUTIVE APARTMENTS

**Check In Procedures,
Policies and Regulations**



KITSAP HOSPITALITY
EXECUTIVE APARTMENTS

360.692.3011

Fax: 360.698.7529 • www.kitsaphospitality.com

1301 NE Mount Constance Ln. CC-104
Bremerton, Washington 98311

Why stay in a hotel?



Welcome to Kitsap Hospitality

Thank you for choosing Kitsap Hospitality Executive Apartments as your extended-stay lodging provider. We're glad to have you as our guest and will do everything necessary to make your stay pleasant and as comfortable as possible. Please contact us with your questions, requests or comments.

Our apartment communities strictly enforce their own rules regarding issues such as restricted parking, excessive noise or maintenance. If you experience any problems, please inform us immediately, night or day. Our goal is to solve problems quickly.

Due to increased electricity costs, please turn off lights and turn thermostat down when leaving the apartment. This allows us to continue providing furnished apartments at affordable rates. Thank you for your cooperation.

CHECK IN

Check in time is 4:00 pm on your arrival date. Earlier check in time will be accommodated to the best of our ability.

For check in at apartment communities other than Olympic Village, please contact our office upon your arrival so that we know you have arrived and your suite can be noted as occupied.

Washington State law **requires** that all guests **must be registered**. Please provide all guest names when completing registration paperwork or if guests change during your stay.

CHECK OUT

Check out time is 11:00 am unless other arrangements have been made. Please return your keys and parking pass to our office as you depart. If our office is closed, please drop your keys and parking pass in our office mail slot.

When checking out of apartment communities other than Olympic Village, drop your keys and parking pass in the KHS box located in the main office of that apartment community.

SCHEDULE CHANGES

If you find that you need to extend your stay with us, please contact us as soon as possible to make the necessary changes.

HOUSEKEEPING

Housekeeping is performed once a week in units that are occupied more than 9 days. If your housekeeping day occurs within 3 days of your departure, housekeeping will take place after your departure. Let us know if **you work swing or night shift** and we will schedule housekeeping accordingly. Please empty your washer and dryer on housekeeping day so they can be used for laundering linens and bedding. Guest's cleaning products will not be used for laundering linens or bedding.

Housekeeping will empty trash receptacles as part of regular weekly service. Excessive amounts of trash and debris will incur an additional service charge. Service charges will be determined on a case by case basis.

FIREPLACE USE

Nearly all apartments administered by Kitsap Hospitality Executive Apartments have wood burning fireplaces. Under certain weather conditions, Kitsap County declares "**Burn Bans**". At these times you may not use your fireplace unless the electricity is out. On calm clear winter days please listen to news broadcasts for burn bans.

When using the fireplace, always open the damper and glass doors.

Please keep open until the fire is completely out. The damper handle is located at the top of the fireplace. To open the damper, turn this handle to the left and pull forward. Close by pushing the handle back and to the right. **Never** use gasoline or any other flammable liquid to light fireplace.

TELEVISION SERVICE

Cable service provided includes premium channels. Pay per view accounts can be ordered in advance with deposit on valid credit card.

HIGH SPEED INTERNET INSTALLATION

You will find the internet modem under the living room television next to the cable box. There is a CAT 5 cable attached to your modem.

Before you plug your computer in, pull the modem out and hit the reset button on the back with a pen. If you have any issues with your service, please contact our office.

PARKING POLICY

Only 1 parking space is assigned to each apartment. Register your vehicle when checking in. Display the **Parking Pass** on your rear view mirror. Only park in your assigned space. Extra cars **must** park in visitor spaces **only**. Cars parked in other guest's assigned space are subject to towing at your expense.

PET POLICY

Small pets, limited to dogs and cats (25 lbs. or less) are allowed at Kitsap Hospitality Executive Apartments only with advance notice, a signed written agreement and a non-refundable fee.

FOR YOUR SAFETY

- Never use cut firewood, **only** Duraflame/creosote type logs are recommended.
- Candles or open flame lamps are not allowed in apartments.
- Fireworks are strictly prohibited on the premises.
- No outdoor personal grills are allowed.

Quick Reference

Our main office is located at Olympic Village, Building CC, Suite 104.

Offices are open Monday through Friday, 8:00 am to 8:00 pm and weekends from 10:00 am to 4:00 pm.

After hour emergencies, call (360) 692-3011. Your call will be routed to on-call personnel.

Please observe posted rules and regulations of the apartment community when using their facilities.

There is no alcohol consumption in the cabana or pool areas.

Trash disposal facilities are located at each apartment community. At Olympic Village, these facilities are located next to buildings BB and N.

We provide once a week housecleaning (your designated day is noted on your copy of the registration form). Please make sure the washer and dryer are empty at that time.

Park **only** in your designated parking space or in an **unmarked** space. Unmarked spaces are intended for visitors and additional guests. If someone is parked in your assigned space, please notify us **immediately**.