

	<b>RESOURCE LIBRARY - FRONT OFFICE</b> <b>Policy Overnight Visitors</b>	<i>CODE:</i> 03.03.017
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**Policy:**

This policy deals with the registration and proper accounting for of overnight visitors when invited by hotel guests.

**Procedure:**

At the time of entry of the hotel, visitors should be asked to register by filling out the hotel registration card as a matter of safety and security for our hotel guest. The registration card shall be kept with the guest folio, however no entry into the hotels' computer system will be necessary.

Hotel guests inviting visitors to stay over will be advised that an additional charge will be levied to their room account of USD 30.-

Front Office Manager, Chief of Security, Night Manager to ensure that this policy is being adhered to.

*NOTE:* Under all circumstances should hotel employees exercise common courtesies and be polite but firm in order to safeguard both the reputation of the guest and the hotel.