

HOUSE RULES

The SKIPR-team drew up a number of house rules to ensure that your residence and that of other guests in SKIPR runs a smooth course. We thank you for reading these rules attentively and thoroughly. For further information or enquiries you may address our employees at reception.

GENERAL

By confirming your reservation you explicitly accept the House Rules and commit to comply with them and act with due diligence.

RECEPTION

Reception is open every day from 7:00 am to 11:00 pm. The employees present are at your disposal and will answer your questions and concerns as soon as possible.

RESPECT FOR OTHER SKIPR GUESTS AND EMPLOYEES

Respect is a basic concept in SKIPR. Therefore we ask you to always treat your fellow guests as well as SKIPR employees with the required respect. Intimidation or violence is not tolerated.

COMMUNAL AREAS, MEETINGS AND NOISE NUISANCE

Peaceful enjoyment in the daytime and a good night's rest for all guests is a priority for SKIPR.

We ask you to take into account a number of specific rules for each area to enable guests to use the communal areas as optimally and pleasantly as possible. The rules of usage are separately and clearly displayed in each area. These rules are part of the present House Rules and you and your guests have to meet them at all times.

In any case, we thank you for always leaving the communal areas clean and tidy. Otherwise SKIPR will charge you for the full cleaning and clearing costs. Also all costs of damage caused by you will be charged to you. Compensation comprises the full repair or clearing costs as estimated by an expert or contractor assigned by the parties, with a minimum flat fee for damage of 250.00 EUR.

Your guests and visitors are welcome in the SKIPR communal areas. To prevent nuisance as well as for fire-safety reasons we ask you to inform SKIPR reception beforehand that you want to organise a meeting with more than 4 external guests.

To prevent noise in the communal areas and nuisance in the rooms occupied by the other guests, access to the lobby is prohibited after 11:00 pm. Gatherings and music organised by hotel guests in the communal areas after 11:00 pm are also not allowed.

SMOKING, USE OF FIRE AND FIRE ALARM

Smoking is prohibited throughout the building, in the communal areas as well as in the rooms. This prohibition also applies to electronic cigarettes. The use of fire or candles in the rooms and residential units as well as in the communal areas is also strictly forbidden. It is generally forbidden to bring flammable, explosive or hazardous liquids or products into the premises.

If you are caught smoking, using fire or candles or manipulating smoke detectors or inappropriately using fire extinguishers, compensation of 250 EUR will be charged immediately. This is also an infringement of the House Rules, on the grounds of which SKIPR in accordance with the General Conditions can unilaterally terminate the agreement with the *Hotel* guest.

In addition, the intentional or accidental activation of the fire alarm will give SKIPR immediately and automatically the right to charge a compensation of 1 000 EUR.

ILLEGAL SUBSTANCES, DRUGS & WEAPONS

Bringing illegal substances, drugs and weapons into the premises is strictly forbidden and will give SKIPR the right in accordance with the General Conditions to immediately terminate unilaterally the rental agreement with the *Hotel* guest. In addition, SKIPR will inform the competent authorities.

LOBBY

SKIPR would like to welcome you in the lobby every day from 7:00 am to 11:00 pm. The lobby is accessible to all *Hotel* guests and their guests. As regards inviting guests, SKIPR refers to the explanation under "*Meetings and noise nuisance*".

Since for every guest the lobby has to be a space to relax and enjoy, we thank you for using it with respect for other guest keeping it clean and tidy and for correctly using the furniture provided.

USE OF THE WIFI NETWORK

During your stay you can use the SKIPR Wi-Fi network. Since the Wi-Fi network is accessible for all guests and visitors, we recommend you to install an antivirus program and firewall on all your devices.

It is strictly forbidden to visit pornographic or illegal websites, to infringe on intellectual property rights, or to disseminate confidential or sensitive information. In general, obviously any punishable offence is unacceptable.

To guarantee the quality of the Wi-Fi network it is not permitted to use or install private networks or routers.

SKIPR does anything required to guarantee the operation of and access to the Wi-Fi network at all times. However, (temporary) unavailability, due to technical or other disruptions, cannot be excluded. Use of the SKIPR Wi-Fi network occurs on your own responsibility. SKIPR is not liable for damage, loss or costs resulting from any unavailability of the Wi-Fi network.

LOST PROPERTY

Always carefully check that you have left nothing behind on leaving your room or when checking out,. Moreover, we request you emphatically not to not leave any valuable items.

Objects found in the rooms, residential units or communal areas in the building will be kept by SKIPR for three months after check-out. If you left or lost something you can contact the SKIPR reception with a description of the item lost during your stay as well as up to three months afterwards. If the item was found, SKIPR will try to return it to you safely. After the period of three months SKIPR becomes the owner of these objects.

LIABILITY

The liability policy of SKIPR is extensively described in the General Conditions.

SERVICES

SKIPR offers a number of services. Depending on the service these are provided free of charge or charged monthly to the user.

Rules of usage and instructions for use are displayed in the communal areas in which particular services are offered. These rules are part of the present House Rules and you and your guests have to comply with them at all times.

If you use services offered by external parties – even if they are recommended by SKIPR– you have to meet the general conditions and/or usage

regulations of these external parties. Under no circumstances can SKIPR be held answerable vis-à-vis an external party or by the user.

Are included in the hotel rate:

- *Coffee, tea and water*

In the lobby SKIPR offers *Hotel* guests coffee, tea and water free of charge. These drinks have to be consumed in the lobby. You cannot take them outside the premises.

- *Printer*

Hotel guests may use a printer provided at reception level. The number of pages that can be printed is however limited.

Are not included in the hotel rate:

- *Breakfast*

Breakfast is served every day from 7:00 am to 11:00 am in the restaurant on the ground floor.

- *Parking*

SKIPR has a number of daytime parking spaces which can be booked at the reception desk. Parking is only allowed after prior reservation and authorisation by SKIPR.

SKIPR is not responsible for theft, break-in into your car or any damage to your car.