HOTEL THREE USAGE RULES

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In order to ensure the safety and comfort of all guests at Hotel Three, we ask that you observe the following rules. Please be aware that if you do not abide by the following rules, we may refuse to allow you to continue your stay.

Please note that the hotel cannot be held responsible for any accidents that occur as a result of your failure to cooperate.

- 1. This hotel is an unmanned hotel. It is not a private accommodation.
- 2. In principle, the use of rooms by more than the number of guests is prohibited.
- 3. Smoking is prohibited in the entire building (including rooms and grounds). **Smoking on balconies, emergency stairs, etc. is also prohibited.
- 4. Please take off your shoes when entering a guest room.
- 5. The surrounding area is a residential area. Please be quiet day and night.
- 6. Please be quiet on the balcony space.
- 7. Free Wi-Fi is available in each room.
- 8. We provide the minimum amount of cooking utensils. If you need other cooking utensils, please make your own arrangements.
 - However, please do not bring any cooking utensils (cassette stoves, barbecue equipment, etc.) into the rooms.
- 9. For hygienic reasons, we ask for your cooperation in washing dishes and kitchen utensils after use.

- 10. For long-term guests, please separate your garbage and dispose of it at the designated collection point (dustbins are located in the corridor outside each floor). (There is a dust box in the corridor outside the building on each floor.)
- 11. Please do not bring the following items into the hotel or guest rooms.
 - 1. animals and other pets in general
 - 2. items that emit a noticeably bad or unusual odor
 - 3. explosives, volatile oils, or other items that are easily ignited or flammable
 - 4. items that exceed the size and quantity of common sense
 - 5. firearms, swords, and medicines such as stimulants and narcotics that are not permitted to be possessed by law
- 12. Gambling and any act that may disturb public morals are prohibited in the guest rooms.
- 13. Please do not move or modify the equipment and goods in the guest room to other places without consulting the staff.
- 14. In the event of damage or loss of buildings, furniture, fixtures or other items due to reasons other than force majeure, you may be asked to pay a reasonable amount of compensation.
- 15. Please do not use the guest rooms for any purpose other than lodging (in accordance with the basic and sales plans) without the hotel's permission.
- 16. Please do not enter any area of the hotel other than the business facilities without permission.
- 17. If you bring food and beverages into the room, they must be purchased on the same day and kept in good condition. Please note that the hotel is not responsible for any accidents caused by food and beverage.
- 18. Please do not distribute or display advertising materials in the hotel or guest rooms without the hotel's permission.

19. We do not provide baggage storage service for guests prior to or after their stay.

- 20. Lost and found items will be kept by Hotel THREE management (Sunbright Co., Ltd.) for one month from the date of discovery, and thereafter will be handled in accordance with the law.
- 21. If a guest's baggage or personal belongings are left at the hotel and there are no instructions from the owner, or if the owner cannot be identified, the items will be kept for a certain period of time and then disposed of in accordance with laws and regulations. Food items may be discarded immediately.
- 22. Guests are responsible for the safekeeping of cash, precious metals, and other valuables during their stay. The hotel will not be responsible for any loss or theft of valuables such as cash and precious metals during your stay.
- 23. Please make sure that the door is locked when you leave the room. Please make sure your room is locked during your stay and especially when you go to bed.
- 24. Please do not invite any guests other than the guests in your room. Please use the entrance or other areas to meet with visitors.
- 25. Minors are not allowed to stay in the guest rooms without the permission of a parent or guardian.
- 26. If you wish to change the number of nights you plan to stay, please make the necessary arrangements in advance on the reservation website or the official website. If you wish to extend your stay, we ask that you pay for the additional nights in advance.
 - Please note that we may not be able to accept changes in the number of nights of your stay depending on the hotel's reservation status.
- 27. Please make your payment in advance by credit card accepted by the reservation site and Hotel THREE.

28. Additional fees may be charged for late check-out. 29. The hotel may charge a deposit for group reservations or reservations that the hotel deems 30. The hotel does not have an affiliated parking lot. Guests arriving by car are requested to use coin-operated parking lots in the area. The hotel assumes no responsibility for any accidents that may occur in such cases. 31. Guests who are extremely intoxicated or emotionally unstable and are deemed to be a danger to their own or others' life, body, or property, or sick or injured guests who are not accompanied by an appropriate guardian, will not be allowed to stay overnight. 32. We may request a room change to maintain the quality of your room if your stay is for 30 consecutive nights or if we deem it necessary. 33. We may ask you to leave the room if we deem that the safety of our guests is at stake. *This rule is based on Article 10 of the Accommodation Agreement.