

Thank you for choosing to stay with us at the Gray House Motel, Inc. Below is motel policies and procedures; read them carefully. As our motel guests, by reading and signing your hotel registration card at check-in, you agree to abide by our motel policies and procedures.

RESERVATIONS

All motel reservations must be made through the front desk. The phone number is (605) 835-8479. Room rates are based on per person stays. Children under 12 are considered free when using the existing linens and accommodations. A limited number of roll-away beds are available on a first come, first serve bases with a charge of \$10.00 plus tax. At the time of reservation, a valid credit card must be available to hold your reservation. No charges are made to the card until your arrival. Please make sure your card is valid through the date of your reservation. We accept MasterCard and Visa.

CANCELLATION POLICY

All motel room reservations have a 24-hour cancellation policy. Any changes or cancellations to your reservation must be made through our front desk (605) 835-8479 no later than 3:00 pm (CST) on the day prior to the first day of your reservation. Any cancellations later than that time will result in a charge of one night’s stay plus tax and the cancellation of any additional days of your reservation.

CHECK-IN

Check-in time is anytime after 3pm (CST). If you arrive earlier, we allow early check-in if available. Early check-in cannot be guaranteed. The registrant is responsible for all guests in that room. Room occupancy is limited to registered guests only. Government issued ID is required at check-in. Payment for your entire stay is required at check-in time. The Gray House Motel accepts payment in the forms of: cash, checks with prior approval, MasterCard and Visa. In some instances, direct billing is allowed with arrangements made prior to arrival. If your planned arrival time is after 10:00 pm please contact the front desk to make check-in arrangements prior to your arrival.

CHECK-OUT

Check-put time is 11:00 am (CST). If a late check-out is requested, it must be arranged with the motel staff and is not guaranteed. We will do our best to accommodate you. A charge of \$10 per hour may apply to late check-out arrangements.

PET POLICY

_____ Initial _____ Date

No pets are allowed in any motel rooms. If we find that an animal has been in your room, a minimum fee of \$250.00 per day will be charged to your credit card.

SMOKING POLICY

_____ Initial _____ Date

No smoking is allowed in any motel rooms. Smoking is allowed outside of the rooms. Receptacles are provided for your cigarettes and must be used for smoking garbage. If it is determined that smoking has occurred in your room, a minimum fee of \$250.00 per day will be charged to your credit card.

MISCELLANEOUS

All occupants are responsible for their belongings. Items left behind at check-out are not the responsibility of the motel. Arrangements may be made to return items to you at your cost.

Any damaged to rooms during your stay will be billed to your credit card with a minimum charge of \$25.00 on up. If damages occur and are reported to us, we will estimate the cost for you and payment is required prior to departure. Unreported damages will be documented and charged to your credit card on file.

State rates are accepted for state employees. State rates are for one person per room. State rates are not accepted on weekends without prior authorization. Additional guests are subject to an additional person occupancy fee plus tax.

Federal rates are accepted for federal employees. Federal rates are for one person per room. Federal rates are not accepted on weekends without prior authorization. Additional guests are subject to an additional person occupancy fee plus tax.

Guest signature _____ Date _____