

American College of Thessaloniki 2023-2024 Hotel Accommodation Policies

The American College of Thessaloniki values a safe, healthy and intellectual living environment that supports and encourages students to become active members of their community. All residents of student housing agree to uphold the standards of community behavior that is representative of members of the ACT community. Community members are expected to be respectful towards one another, respect the personal belongings of one another and to resolve disagreements peacefully. Residents are expected to reach out to staff for assistance when needed.

All residents must read and agree to the following terms.

As a resident of the hotel, I [NAME] _____ agree to abide by the following policies:

- **Alcohol**
 - Alcoholic beverages are not allowed in the hotel at any time.
 - Drinking games and paraphernalia are strictly prohibited.
- **Appropriate Attire**
 - Appropriate attire must be worn in common areas of the hotel, including shoes, shirts, and pants/skirt.
- **Common Areas**
 - Common areas in the hotel such as the lobby, restaurant, and study rooms, should be kept clean at all times. Never leave personal belongings unattended. Personal belongings are the responsibility of the owner.
- **Fire Safety: Residents are strictly prohibited from performing the following:**
 - Activating, tampering with, or misusing fire equipment such as fire alarms, fire extinguishers, etc. when there is no fire.
 - Obstructing/blocking doors, corridors, windows or exits.
 - Smoking at any time throughout the hotel, including on balconies
 - Setting fire to anything at any time.
 - Burning / lighting candles and incense
 - Pulling a fire alarm when there is no fire present.
- **Food**
 - If you bring food into the hotel, consume it within the confines of your room. By Greek law, you must hold on to the receipt as proof of purchase should it be requested from you at any time.
 - Food may be kept in your room in sealed containers. Throw away any food that becomes moldy.
- **Furnishings**
 - Each resident is responsible for the care and the protection of the furnishing in his/her room. All furniture should be returned as received and not used beyond normal wear and tear. No furniture shall be moved without the hotel's explicit permission.
 - Furniture is forbidden on balconies and fire escapes.
- **Housekeeping and Bed Linens**
 - Housekeeping will be changing linens and towels twice per week on a regular schedule.
 - The cleaning crew will enter the room once a day and perform a light cleaning. The room must be kept tidy, beds should be cleared of any personal belongings (laptops, clothes, other items), the floor and other surfaces should be as clear as possible, trash must be placed in the bin and all valuables must be stored.
- **Illegal Drugs**
 - The use or possession of illegal drugs, narcotics, hallucinatory agents, or drug paraphernalia including, but not limited to hookahs, is prohibited in the hotel. Greek law is very strict regarding the use or sale of narcotics. Possession of small amounts drugs, including marijuana, may result in severe penalties, usually including imprisonment.
- **Internet Usage**
 - Wi-Fi passwords will be provided to all students. Immediately report issues.
- **Keys**
 - Keys are the responsibility of the resident.
 - It is not permitted to transfer, duplicate, or give keys to anyone else.
 - Lost key cards will be replaced at a charge of €15 per card to the resident.
- **Meals**
 - Breakfast and dinner is included in Thessaloniki and served at the assigned time.

- Breakfast only is included in Kalambaka and Athens.
- Residents will be required to show their hotel key cards to dine at that hotel's restaurant.
- Food may not be taken from the dining area.
- Individuals with allergies / dietary restrictions must meet with kitchen staff during orientation at the designated time and follow all procedures for picking up special meals.
- Each individual is responsible for selecting foods that fit their diet and allergy restrictions.
- **Personal Belongings and Sharing Space**
 - Residents may not use the personal property of their roommate unless agreed upon by the roommate.
 - Roommates must agree on how to share the space and allowing visitors in the room.
 - Each bed is assigned to one person and other individuals are not permitted to use it.
- **Pets**
 - Pets are prohibited in the hotel under any circumstances including brief visits or temporary stays. This applies to but is not limited to dogs, cats, fish, birds, hamsters, snakes, mice, etc.
- **Quiet Hours**
 - Quiet hours are from 11:00pm until 7:00am and 3-5 pm.
 - Courtesy hours are 24 hours a day.
- **Restricted Areas**
 - It is prohibited to be in restricted areas such as rooftops or fire escapes, except in case of a fire.
 - It is forbidden to climb on, off, over or between fire escapes and balconies.
- **Room Assignments**
 - Individuals are assigned to a specific room for the duration of the semester.
 - No one except for the resident themselves may use or be in the possession of the resident's hotel key or identification card.
 - Students may not change rooms without the permission of the program staff.
- **Room Charges**
 - All room charges must be settled with the front desk weekly. This includes, but is not limited to room service, telephone usage, or café charges, etc.
- **Safety Deposit Boxes**
 - The hotel is not liable for any loss or damage to items placed in safety deposit boxes located in guest rooms.
 - Lost safety deposit box keys will be replaced for a fee.
- **Toilet care**
 - Toilet paper or feminine hygiene products should not be thrown in the toilet to prevent clogging. Please use the waste basket provided for all toilet paper use.
- **Towels**
 - Please use bath towels properly. Do not remove them from the premises. Do not use them to remove makeup or clean shoes or other objects as they may become stained. Damages will be charged to the resident.
- **Use of Appliances**
 - Avoid plugging too many appliances into the room sockets all at once.
 - Unplug all appliances when leaving the room.
 - Unauthorized appliances are forbidden from use in the rooms. This includes hot pots, kettles, rice-cookers, immersion heaters, electric woks, etc.
- **Visitors**
 - Non-registered hotel guests may not visit the hotel beyond the reception area.
 - Visitor policies are subject to change
- **Walls, Doors and Furniture**
 - Do NOT tape, paste, nail or tack anything to the walls, doors, or furniture without prior hotel permission. Signs and posters may only be placed at the designated boards.
- **Weapons**
 - Owning and carrying any type of weapon (gun, knife or other) is strictly forbidden by law and requires a special permit from the police.

I have read the above housing rules and regulations and understand that I must abide by all rules throughout the duration of my stay at the Hotel, and understand that failure to comply with these rules may result in disciplinary meetings, sanctions, increased restrictions, fines or removal from housing.

Student Signature

Date