

P.O. Box 1102 Rincon, PR 00677  
Tel: (787)823-3756 \* Fax: (787)823-2695

## **Hotel Policies and Guest Information**

Casa Verde means “Green House.” We are continually trying to become a more environmentally friendly business. We realize you are here on vacation, but we appreciate your help in our efforts to conserve, reuse, and recycle. We have facilities on premise to recycle cardboard, glass, and aluminum. Please separate those items from your regular trash.

The cost of electricity in Puerto Rico is constantly rising. In effort to remain the most affordable guest house in Rincon we do not add a nightly surcharge for energy consumption. We would prefer to counter rising energy costs through conservation rather than by “passing the buck” to our guests for wasteful consumption. If you would like to help keep our rates low, please be conscious of your power usage, meaning, turn off all lights and the air conditioner when you are not in the room. The air conditioner will cool your room within minutes upon your return. If you leave lights and the air conditioner running when you leave, we reserve the right to enter the room to turn them off.

We have solar hot water heaters that provide hot water shared by the entire quest house. Please be respectful of other guests’ needs and be aware that there is not an endless supply of hot water.

Thank you for your help in our quest to become a greener Casa Verde!

## **Guest House Information**

- ✚ Office hours are from 9:00 a.m. to 10:00 p.m. daily.
- ✚ Check out time is 11:00 a.m.
- ✚ Early check-outs are non-refundable.
- ✚ All room facilities are for guests only. The restaurant and bar is open to the public.
- ✚ Please deposit all paper and plastic products into the trash not the toilet. This includes toilet paper.
- ✚ We are a vacation rental; therefore, daily housekeeping is not provided. However, please feel free to ask for extra towels, toilet paper, or removal of trash and recyclables.

## **Additional Charges**

- ✚ A full inspection of the room and its contents will be made by our staff after your departure. If any Casa Verde property is missing or damaged, charges will be made to the credit card we have on file.
- ✚ Nightly rates are based on occupancy per room. There will be a \$25 per person per night charge in excess of the room’s occupancy.
- ✚ No smoking in the rooms. There will be a \$100 charge for any violation of this rule. If you smoke, please smoke outside on patios or in common areas.
- ✚ Lost or missing room keys will incur a \$25 charge per key.
- ✚ Towels missing, damaged, or soiled beyond cleaning will incur a \$25 charge per towel.
- ✚ Bed linens missing, damaged, or soiled beyond cleaning will incur a \$100 charge.
- ✚ Dirty dishes left behind incur a \$20 charge. Please leave kitchenware clean and ready for use as it was for you.

I have read, understand, and agree to the preceding terms and conditions.

Signature of cardholder \_\_\_\_\_

Date \_\_\_\_\_

Room # \_\_\_\_\_