



# Hotel Conduct and Courtesy Guidelines

## Michigan FCCLA

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One of FCCLA's purposes is to provide opportunities for personal development and preparation for adult life. FCCLA meetings and activities are prime opportunities to help members develop important social skills, among those, an appropriate way to behave in a hotel. These guidelines have been designed to assist our members in this area; by no means is this list exhaustive.

1. Be sure you are properly registered in the hotel. Make sure the hotel is advised of any changes to your housing list; parents may call looking for their son/daughter, and the hotel should be able to connect them to the proper room.
2. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
3. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
4. Be completely dressed according to the Michigan FCCLA Dress Code any time you're outside of your own room.
5. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
6. We are not the only guests in the hotel. Do not let your door slam when you enter or leave your room.
7. Your room is not soundproof. Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.
8. Be courteous to all other hotel guests on the elevators/escalators. Because it's difficult to move the number of people we have participating at our activities, do not delay the elevators. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
9. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
10. When dining in the hotel or neighboring restaurants, please consider the following guidelines for gratuities:
  - 10% of bill is the minimum you should tip
  - 15% of bill for "good" service
  - 20% of bill for "exceptional" service