



Establishments **MUST** have state business license, city or borough tax ID and insurance.
Owners/managers/innkeepers **MUST** live on or adjacent to property.
Guests **MUST** be able to locate innkeepers at all times.
Guests **MUST** be able to receive emergency calls.
Comment cards **MUST** be available to all guests.
Guests **MUST** be informed about resident pets.
Establishments signs **MUST** comply with city, borough and state laws.
KPBBA members **MUST** not charge fellow members referral commissions.
It is suggested "House Rules" be posted or verbalized to guests upon arrival.

Publications:

Establishments **MUST** publish accurate rack cards or brochures.
Brochures or rack cards **MUST** include map or directions to establishment.
It is suggested reservation and cancellation policies be clearly stated on brochures or cards.

Exterior Maintenance:

Guests **MUST** have adequate on site parking.
Parking areas and walkways **MUST** be free of debris or snow and well lit.
Handrails **MUST** be provided for stairways of three or more steps.
All hot tubs, spas, saunas or pools **MUST** be installed and maintained to DEC requirements.
Establishments **MUST** look well maintained and **MUST** be in good repair.

Inside Maintenance:

Establishments **MUST** have well lit stairs, halls, rooms and provide good reading lighting.
Establishments with multiple rooms **MUST** provide a common area where guests may interact.
All furniture and furnishings **MUST** be clean, stain and spot free and in good repair.

Kitchen

Garbage **MUST** be kept in closed containers.
Kitchen and appliances **MUST** be clean and well maintained.
Breakfast **MUST** be included in the room rates.
It is suggested seating be provided for half the guests.
It is suggested all food presentation be attractive and in appropriate servers.

Guest Rooms:

Establishments **MUST** provide well maintained clean rooms & baths with room to move freely and comfortably.
Non-skid bathtubs or shower floors **MUST** be provided.
Bathrooms **MUST** have illuminated mirrors, approved electric outlets and doors that lock.
Soap and one drinking glass per guest or disposable cups **MUST** be provided.
Guests rooms **MUST** be equipped with security locks or chains, waste baskets, proper window coverings for privacy and light control.
Establishments **MUST** provide beds, mattresses & pads, top & bottom sheets, bed coverings, blankets or quilts, pillows & cases/or protectors & all bath linens in clean, good condition.
It is suggested establishments provide adequate heating, ventilation, lighting, window screens, drawer space, chair or bench and alarm clock.
It is suggested rooms have extra pillows, blankets, area and hangers for clothes, area for storing guest belongings.
It is suggested establishments provide bathroom hooks or bars for hanging towels, non-skid floor mats, extra toilet paper.

For Those with Shared Baths:

Establishments **MUST** let guests know where cleaning supplies are stored if they want to clean.
Individual soap or dispenser **MUST** be provided each guest.
It is suggested extra bath, hand towels and bath mats be stored in bathrooms.
It is suggested a hamper for wet linens be provided.
It is suggested bathrobes be provided for shared baths.

Safety and security:

Establishments **MUST** post emergency numbers by phones.
Every guest room **MUST** have two means of exit.
Private water well systems **MUST** be tested bi-annually for fecal coliform.
Establishments **MUST** provide clutter free rooms, hallways and stairs.

Establishments **MUST** provide smoke or heat detection devices in each room and common area.

Establishments **MUST** provide accessible fire extinguishers on each floor and in kitchen.

Establishments **MUST** post emergency exit routes.

It is suggested carbon monoxide detectors be in furnace areas.

**Standards must be met and maintained for membership. Complaints will be addressed in writing
by board**