



HOUSE RULES

DAP Conference Center, Office of the Department Manager

1. *PRE-ARRIVAL*

- All individuals included in the list of guests/ participants shall be required to fill-out the ***DAP Guest Registration*** at least one-day BEFORE arrival. The link or QR code are as follow:



WEARING FACE MASK IS A MUST



2. VOLUNTARY WEARING OF FACE MASK

- Wearing facemasks indoor and outdoor settings shall be voluntary. All guests and participants shall exercise diligence in observing minimum public health standards.

3. INSPECTION OF LUGGAGE / VEHICLES

- For your safety, security guards are authorized to inspect all the incoming and outgoing vehicles, luggage and bulky materials.
- Firearms and weapons should be deposited with the front gate security guards.





4. **REGISTRATION**

- All guests must register at the front office before using guest room.
 - Check-in time is 02:00 p.m.
 - Check-out time is 12:00 pm

5. SAFEKEEPING OF VALUABLES

- A safety deposit box is available in selected rooms; cash, valuables and other important documents may be deposited in the front office for safekeeping.
- DAPCC Management will not be liable for missing cellphones, laptops and other handy equipment.





- o UNDERSHIRTS
- o PAJAMAS
- o SHORTS
- o SLIPPERS

6. *ATTIRE and NAME TAGS*

- Guests are requested to be in appropriate attire whenever they are outside their guest rooms.
- Undershirts, sando, pajamas, short pants, and slippers, sandals are discouraged in public areas.

7. CONFERENCE/FUNCTION ROOMS and LOBBIES

- Rooms are assigned for specific functions or activities. Lobbies or public areas may also serve as venues for small-group discussions or meetings. Prior arrangements should be coordinated with the account executive. Rearrangement of furniture or art works is not allowed.



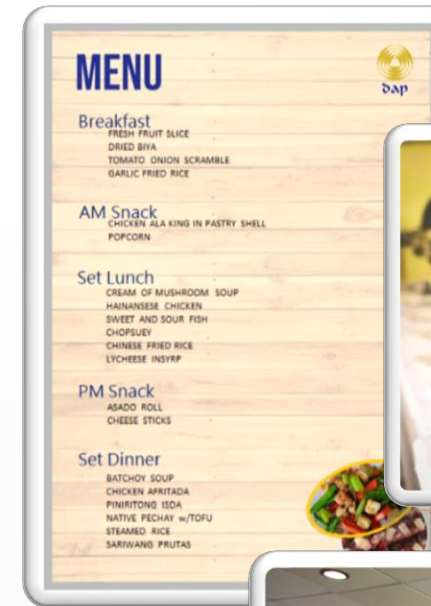


8. ***GUEST ROOMS***

- Guest rooms shall be used only for peaceful residence. Drinking sessions, gambling and other related activities are not allowed.
- The guests are to entertain their visitors in the lobby or public areas. Visitors are not allowed inside the guest rooms.

9. **FOOD SERVICE**

- Food and Beverage Service adopts a 14-day cycle menu. Your training coordinators may arrange the menu at least two (2) weeks before the function date.
- Meals are served in the dining area or designated meal venue according to the following schedule: Breakfast from 06:30 to 08:00 a.m.; Lunch 11:30 to 01:30 p.m.; and Dinner from 06:30 to 08:00 p.m.





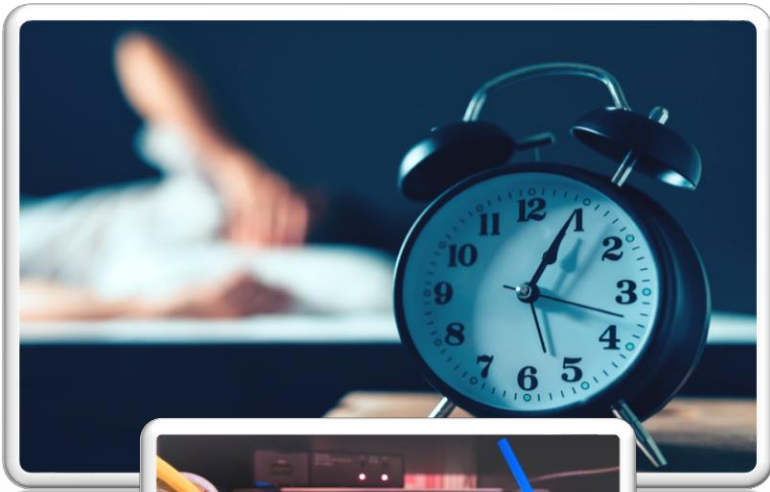
10. *MEDICAL SERVICE*

- Nurses and trained medical responders are available to provide medical assistance to guests. Inform the front office for assistance.

11. *SMOKING POLICY*

- Smoking is strictly prohibited inside the center. DAPCC, under the Civil Service Commission, is categorized as a government institution providing education; thus a no smoking area is designated. E.O No. 26 s2017; CSC MC No. 17 s.2009; and Tagaytay City Ordinance No. 2012-033.





12. *SLEEPING TIME*

- Generally, guests are expected to retire in the evening by 10 p.m. Please desist from any activities that may cause undue disturbance to other guests beyond this time.
- The use of videoke during social events is only until 10:00 p.m.