



Welcome to The Inn at Lewisburg.

It is our pleasure to welcome you as our guest and to wish you a pleasant stay. It is very important to us that your stay be as comfortable and enjoyable as possible. We take great pride in providing our guests with the highest levels of professional service and hospitality and it is our unspoken goal to exceed your expectations.

This directory is provided to familiarize you with the services and amenities we offer at the hotel. If you should have any questions about these or other services, please contact the front desk. If there is anything we can do for you during your stay, please let us know.

Have a great stay with us and thank you for choosing The Inn at Lewisburg.

Sincerely,

The Staff and Management

Guest Services

Reception

The front desk is staffed 24 hours a day. For assistance dial 0, or text 570-524-5500.

Breakfast

Complimentary breakfast is available in the Hospitality room off the main lobby on the second floor. Breakfast hours are from 6:30am to 9:30am daily.

High Speed Internet Access

We proudly offer complimentary wireless high-speed internet access throughout the property.

- From the available wireless networks, select **InnLBG-Guest**
- The password is **Westbranch**
- You are now connected to the wireless network.

Every device is different so please contact the front desk if you need assistance

There are also hard wire jacks in each guest room. Ethernet cables are available at the front desk.

Bottled Water

There are 2 complimentary bottles of water in your guest room refrigerator. Additional water can be purchased in the Marketplace next to the front desk registration area on floor 2.

Check-Out

Check-out time is by 11am. Please make arrangements with the front desk if you need a later checkout. Note: there may be an additional charge for late check-out.

Coffee & Tea Service

Coffee service is available in the lobby area 24 hours a day.

Printing, Copy & Fax Service

A wireless printer is available for guest use in the Marketplace next to the front desk. Copy and fax service is available at the front desk for a nominal fee.

Guest Services

Emergency - Fire

In the event of a fire, press “0” to call the front desk or dial 911

Emergency - Medical

In the event of an emergency, medical or otherwise, dial “0” for the front desk or dial 911

Forgot Something?

For your convenience, we have an assortment of personal items such as comb, shaving cream, razors, toothbrush, toothpaste, sewing kits and sanitary products. These are available at the front desk at no charge

Housekeeping/Extra Linens/Additional Amenities

As we want your stay with us to be as undisturbed as possible, we are only providing housekeeping upon your request. For multi-night stays, we will provide service every 3 days. Please note we reserve the right to check your room for cleanliness or maintenance issues. Please contact the front desk by dialing “0” on your guest room phone for any housekeeping needs you might have, including extra linens, towels, blankets, soap or pillows.

Hotel Facilities

Indoor swimming pool is located on the 1st floor of the South Wing and is accessible from the 2nd and 3rd floor by using Elevator C. Hours are 7am to 11pm.

Fitness Room is located on the 1st floor of the South Wing and is accessible from the 2nd and 3rd floor by using Elevator C. Hours are 24 hours a day.

Meeting Rooms are located on the 1st floor and are accessible by using Elevator A or B.

Telephone

Room to Room — Dial Room Number

Front Desk — Dial 0

Messages — Dial 5001

Outside Calls — Dial Area Code + Number

Emergency — Dial 911

Guest Services

Ice

Ice machines are located off Elevator A on the first floor and on 2nd and 3rd of the hotel in the alcoves between Elevator A & B.

Luggage Assistance

Luggage assistance is available 24 hours a day by contacting the front desk.

Luggage Storage

Luggage storage is available 24 hours a day by contacting the front desk.

Mail

Mail and fax messages received at the hotel may be collected by either calling or stopping by the front desk.

Marketplace

Located next to the main registration desk on the 2nd floor is our Marketplace. In lieu of vending machines, the Marketplace offers a variety of drinks, snacks and sundries, available 24 hours a day.

Parking

Complimentary parking is available for all registered hotel guests. The hotel cannot be responsible for items left in vehicles on the hotel property.

Pet Policy

We accept pets only in designated pet friendly rooms (Rooms 130-137). A \$250 cleaning fee will be assessed for violation of this policy.

100% Non-smoking Property

A \$250 cleaning fee will be assessed for violation of this policy in a guest room.

Postage Stamps

Postage is available at the front desk at the current postal rate.

Banking Services

There is an ATM available in the Marketplace next to the front desk. Please contact the front desk for the location of the nearest bank.

Guest Services

Credit Cards

We gladly accept Visa, MasterCard, Discover, and American Express credit cards.

Rollaway Beds

Rollaway beds are available by contacting the front desk. There is a \$15 per day charge.

Note: Due to space constraints not all rooms can accommodate a rollaway bed.

Cribs & Pack 'n Plays

Cribs and pack n plays are available as a complimentary special request item through the front desk. The number available is limited and will be provided on a first-come, first-serve basis.

Dry Cleaning

Off-site dry cleaning is available by contacting the front desk Monday-Friday. Same day service is available if articles are received at the front desk prior to 10 AM.

Guest Laundry

Self-serve coin operated washers and dryers available on the 2nd floor of the hotel in the alcoves between Elevator A & B. Detergent, fabric softener, and change available at the front desk.

Wake-Up Calls

Please dial "0" to arrange for a wake-up call 24 hours a day.

Carbon Monoxide Safety Tips



WARNING

Carbon Monoxide is a colorless, odorless, poisonous gas, and exposure can be fatal. Your room is equipped with a carbon monoxide detector.

Symptoms of carbon monoxide exposure may include:

Headache	Vomiting
Fatigue	Blurred vision
Weakness	Dizziness
Nausea	Loss of muscle coordination
Shortness of breath	Collapse
Confusion	Loss of consciousness ¹

What to do if a carbon monoxide alarm is sounding or if you experience any symptoms of carbon monoxide exposure:

- Never ignore a carbon monoxide alarm that is sounding.
- Immediately move outside to fresh air.
- Advise the hotel front desk.
- Call 911, emergency services, or the fire department.
- Do a head count to check that all people in your party are accounted for.
- Do not reenter the premises until the emergency services responders have given you permission.²

¹ Source of symptom list: Consumer Product Safety Commission & Mayo Clinic.

² Source of recommended responses to sounding alarm or symptoms: Consumer Product Safety Commission.