**Welcome to Club Sevilla**

Thank you for choosing Club Sevilla as your home away from home while visiting the Kissimmee/Orlando area. We look forward to providing you with the most **EXCEPTIONAL VACATION EXPERIENCE**. For questions and concerns you may contact:

**Front Desk: Ext. 2165 or Dial “0”**

**Reservations: Khatrina Rigby-Ext. 2159**

**General Manager - Michelle Dalomba: Ext. 2158**

**CHECK-OUT:** Guest check-out ***ENDS AT 10:00 a.m***. Please be aware you may be charged for an additional day if you check out after 10:00 a.m. **LATE CHECK OUTS ARE TEMPORARILY SUSPENDED DUE TO STAFF SHORTAGE**

**EXTEND STAY:** To extend your departure date, a 24 hours' advance notice is required. Please be aware that extension of your departure date is subject to availability and rate availability at that time.

**FREE WI-FI NETWORK:** SEVILLA WIFI2 **PASSWORD:** SEVILLA2013

**DAILY MAID SERVICE IS NOT PROVIDED\*\*\*DAILY MAID SERVICE AVAILABLE FOR FEE**

***Towel Exchange:* Monday-Wednesday 9:00 AM - 11:00 AM**

Exchange your dirty towels on the 1ST FLOOR OF BUILDING 9

Contact the front desk at Ext. 2165 for more information.

***FYI***

***VOICEMAIL*-** To access your voicemail **dial 500** and follow the prompts.

***CALL A UNIT-*** To call another unit **dial 2+room number**

***TRASH AND RECYCLING-***

***Dumpsters***: Outside right of lobby, Bld. 2, Bld. 7, &, Bld. 9.

***Recycling*:** In front of lobby and by the pool bar.

**ADA SERVICE ANIMALS ONLY!**

No pets are allowed in the units or on property. There will be a **$500.00 fumigation/extermination** **charge** to any guest who brings a pet into the unit.

**POOL IS OPEN 24 HOURS**

***SECURITY INFORMATION***

ON SITE DAILY 9 PM TO 8 AM

**CONTACT: FRONT DESK @ 2165 OR CELL 407-633-8945**

SECURITY DOES ROUTINE INSPECTIONS OF THE PROPERTY, IF THEY ARE NOT AT THE FRONT DESK, YOU CAN REACH THEM ON THEIR CELL PHONE

***WE ASK THAT YOU DO NOT…***

…run your air conditioner while your patio doors stay open. This may cause your unit to freeze up and leave you without air conditioning.

…SMOKE in the units. There will be a **$250.00 cleaning fee.**

**QUIET TIME IS FROM 11 PM TO 8 AM**

**FOR ANY FIRE/MEDICAL EMERGENCY PLEASE CALL 911 IMMEDIATELY**

**Club Sevilla Resort**

**4646 W. Irlo Bronson Memorial Highway, Kissimmee, FL 34746**

**Phone: 407-396-1800 Fax: 407-396-7191 Email:** **frontdesk@clubsevilla.com**