

4.1 SECURITY RESPONSIBILITIES FOR HOTELS (AMENDS PART B, SECTION 18 OF THE HYATT SECURITY POLICY MANUAL)  
(Effective November 2013)

**Firearms Policy for Guests and Visitors to Hyatt Properties**

**Policy Statement:** The safety and security of our guests and associates is of utmost importance to Hyatt. This policy is designed for the protection of our guests, associates and the general public, and pertains to the presence of firearms on hotel premises.

Hyatt recognizes that guests may legally possess firearms for a variety of legitimate purposes. For example, guests may possess them because they are hunters or for sport-shooting, they may be carrying a firearm as a law enforcement officer, or a guest may possess a firearm for personal reasons with appropriate licenses and permits to do so. Recognizing this, our intent is to create a safe environment for all guests and visitors by providing appropriate guidance over the custody of firearms on our premises.

Hotel premises are private property. Accordingly, guests of a Hyatt property who lawfully are permitted to possess a firearm, may bring such firearm onto hotel premises for storage purposes only. Any guest who is in possession of a firearm on hotel premises is personally responsible for ensuring that:

- the firearm is in an unloaded state
- secured in a locked, hard-sided firearm container
- securely safeguarded at all times in their room (or personal vehicle), except when transporting the firearm into or out of the hotel
- abiding by all applicable federal, state and local laws with respect to firearms, in the jurisdiction where the hotel is located.

Guests who fail to abide by this policy may be asked to leave the hotel premises. A blanket exception to the restrictions described in this policy statement applies only to law enforcement officers and designated military personnel, who are on-duty and required to carry firearms in the performance of their duties. A General Manager may grant a local exception to the restrictions of this policy, for security personnel engaged to provide support to an event being held on premises, as long as the General Manager ensures the appropriate control measures, insurance coverage and liability exemptions have been effected. No exemption to this policy is allowed for private persons, even those licensed and permitted to carry a firearm, and/or where applicable, to conceal-carry a firearm.

Questions concerning this policy or its implementation may be addressed to Hyatt's Global Security department

**Firearms Policy Implementation Guidelines:** The following implementing guidelines for Hyatt’s firearms policy apply to all Hyatt facilities (i.e. hotels, corporate offices, sales offices, shared services centers, etc.).

1. Possession of a firearm on premises. It is not the intent of Hyatt to interfere in any way with an individual’s right to legally possess and carry a firearm. Guests may do so in the privacy of their room or in their personal vehicle, as long as they abide by the custody guidelines of the firearms policy.

Concurrently, hotels should not take possession of a guest’s firearm, nor accept firearms for interim storage (e.g. storage in the bell closet or by other means), even for a brief period. Guests are solely responsible for the secure custody of their firearms and conforming to the terms of the firearms policy.

2. Fair Notice. Hotels are responsible for ensuring that appropriate notice concerning this policy and any further local requirement (including making a copy of the policy readily accessible and available to the public), is posted for their respective property on Hyatt.com.

If a hotel provides a written confirmation or written statement of terms and conditions to a guest after accepting their reservation, the hotel’s confirmation must explicitly indicate that: any guest who is in possession of a firearm on hotel premises is personally responsible for ensuring that:

- the firearm is in an unloaded state
- secured in a locked, hard-sided firearm container
- securely safeguarded at all times in their room (or personal vehicle), except when transporting the firearm into or out of the hotel
- abiding by all applicable federal, state and local laws with respect to firearms, in the jurisdiction where the hotel is located.

3. Signage. Hotels must ensure that appropriate signage is prominently displayed at all entry points to the hotel premises, which conforms to the “fair warning” requirements of their respective state and local jurisdictions. Questions regarding signage size, pictograph, verbiage, fabrication material, etc. should be directed to the respective regional engineering office.
4. Guest Awareness. When a hotel employee believes a guest is violating the terms of this policy, they must immediately bring it to the attention of their supervisor, who will in turn immediately notify the Manager on Duty (MOD). The MOD will discretely meet with the guest and raise the concern with them, explaining the terms of the hotel’s firearms policy and requesting them to conform to it.

Any guest who refuses to conform to the policy or whose behavior threatens the safety and security of others, should be asked to leave the premises. The MOD should summon the local police whenever a guest refuses to conform to the firearms policy, or to leave the premises when requested do so.

5. Employee Discovery. There may be an occasion where a housekeeper or other hotel employee discovers an unsecured firearm in a guest's room. When such an incident occurs, the hotel should follow the hotel's established security protocol and procedures for safely securing the firearm as defined in section 4.9 of the Hyatt Security Policy and Procedure Manual, available on Hyatt Connect or through the Global Security department.
  
6. Associate Possession. Associates are explicitly forbidden from bringing a firearm into a hotel. Any Associate who violates this prohibition will be subject to strict disciplinary action up to and including possible termination. Where state/local laws allow, an Associate who has the appropriate license and permits to possess a firearm, may bring a weapon onto hotel premises and retain the firearm in a locked, hard-sided firearm container, securely stored in their personal vehicle. But under no circumstances may the Associate bring the firearm into the hotel itself.