



# GDS Profile - Local Policies

Local Policies contain information used by the Portal to populate the text policy fields in the GDS databases, as well as critical information for Hotel Descriptive Data.

**Note:** Only alphanumeric character, spaces, dashes, forward slashes (/), semi-colons, periods (decimals), and asterisks are allowed in the free text boxes

Enter information that travel agents can use to sell your hotel to their clients.


- Field designated as Informational display only contain non-binding data, and are used by travel professionals to consider the general extra charges for your hotel.
- These fields:
  - Should display the most common amount the hotel assesses for the charges.
  - In most cases, display in the GDS hotel descriptive data.

 The Inn At Saratoga 32851 

Home

Setup


Manage

 Save

Setup > Property > Policies

Local Policies

Fields designated with "\*" are required. Fields designated with "+" are displayed in one or more GDS and/or Pegasus HCD and/or Channel Connect. Maximum field lengths are noted in parenthesis next to text fields.

 Local Policies

☐ Adults-only Hotel/No Kids Allowed:

Extra Person Fee:  † (2)

Extra Child Fee:  † (2)

Crib Charge:  † (2)

Check-In Time:  † \*

Check-Out Time:  † \*

Early Checkout:  † (300)

Late Checkout:  † (300)

Pet Policy:  † (300)

Pets Allowed: ☐ †

Pets Free: ☐ †

Family Policy:  † (500)

Kids Stay Free: ☐ †

Family Plan Offered: ☐ †

Group Policy:  † (2000)

Commission Policy:  † (255)

Commission Percentage:  † (2)

Guarantee Policy:  † (600)

Deposit Policy:  † (600)

## GDS Profile

1. Located at: Setup > Property > Policies
2. Fields designated with "\*" are required. Fields designated with "†" are displayed in one or more GDS and/or Pegasus HCD and/or Channel Connect. Maximum field lengths are noted in parenthesis next to text fields.