

**RULES OF USE  
WARSAW CHOPIN AIRPORT  
EXECUTIVE LOUNGES**

**RE-EXL-01**

	Position	Date, seal, signature
Approved by	<b>President of 'Polish Airports' State Enterprise</b>  <b>Director of Warsaw Fryderyk Chopin Airport</b>	
Document owner	<b>Manager of VIP and Executive Lounge Passengers Service Division</b>	
Document administrator	<b>Specialist for Operational Processes and Development of Executive Lounges</b>	



1. Passengers departing from Warsaw Chopin Airport may use Executive Lounges based on an agreement between the airline or other customer and 'Polish Airports' State Enterprise. The service is available also upon payment of a one-off charge at the Lounge reception desk, as per the valid price list.
2. The following documents entitle the passenger to use Executive Lounges:
  - a) a boarding pass in hard copy or electronic form, containing information about the pass holder travelling in business class, excluding charter flights;
  - b) a valid membership card, loyalty card or other card issued by a PPL customer;
  - c) valid invitation / voucher issued by an airline, a PPL company or PPL.
3. Airline representatives and crew members may use Executive Lounges in accordance with the rules determined by given airlines or a one-off access given by the airline representative at Warsaw Chopin Airport.
4. Every passenger accessing an Executive Lounge is required to register his or her stay at the Executive Lounge's reception desk by showing the staff a boarding pass for a flight on the same day.
5. A membership card presented at the Executive Lounge must belong to the person producing the card. The passenger should have the card on him or her.
6. Passengers travelling with children under 3 may stay at the Executive Lounge free of charge. Children over 3 are subject to the same charges as adults. This does not apply to Business Fast Track card holders (Fast Track Card / Voucher holders), accompanied by children under 13, who are not subject to charge.
7. Minors may use Executive Lounges only accompanied by an adult.
8. If a child behaves in an inappropriate way that may be disrupting to other guests, Executive Lounge staff reserves the right to ask the guardian and the child to leave the Executive Lounge.
9. A passenger may stay at the Lounge for a limited time, up to 4 hours.
10. If a passenger behaves inappropriately, the staff may ask him or her to exit the Executive Lounge before the lapse of the four hours.
11. Passengers and guardians with children using the Executive Lounge bear sole responsibility for any damage caused by them, constituting a damage to PPL, as well as for any damage caused to other people staying at the Executive Lounge.



12. 'Polish Airports' State Enterprise is not responsible for personal belongings brought in and left by the passengers at the Executive Lounge. Every item found by Executive Lounge employees is immediately taken to the Warsaw Chopin Airport Lost & Found Office.
13. Smoking tobacco products and electronic cigarettes is not permitted in Executive Lounges. Passengers may not bring pets and baggage trolleys into the Lounges.
14. Alcoholic beverages offered at Executive Lounges are available only to persons above 18.
15. The Executive Lounge staff is not responsible for the consequences of consuming alcoholic beverages at the Executive Lounge, nor is it liable for any potential damage caused in the Executive Lounges by Executive Lounge guests, particularly due to consumption of alcohol offered at the Executive Lounge.
16. One is not allowed to take newspapers, magazines and other items out of Executive Lounges.
17. Food and beverages offered at Executive Lounges are available for consumption at the Executive Lounge only.
18. Flight voice announcements are not played in the Executive Lounge. Passengers are asked to monitor the status of their flights on flight information screens available at Executive Lounges.
19. In case of a claims caused by, eg., evacuation of the Terminal, the basis for the claim will be a proof of payment for Lounge access issued by Executive Lounge staff.
20. Persons staying at the Executive Lounge are asked to remain quiet and kind and friendly towards each other.