



Finger Lakes Bed and Breakfast Association Introduction for New Members

Thank you for your interest in the Finger Lakes Bed and Breakfast Association—FLBBA. Membership in FLBBA currently includes the following benefits:

- Listing on our website, www.flbba.com, with a link to your website
- Optional Participation in the Gift Certificate Program at no cost to you
- Printed advertising venues, such as Life in the Finger Lakes Magazine
- Association Membership with the Finger Lakes Tourism Alliance (FLTA)
- Member referrals
- Associate Tourism Partner Network
- Support from fellow FLBBA members
- Annual membership meeting to report FLBBA activities, get member input and share ideas for the coming year.

FLBBA has developed a series of recommended standards to ensure members provide the highest quality Bed and Breakfast accommodations in the Finger Lakes Region. These guidelines are designed to assist innkeepers in providing a high level of safety, comfort, cleanliness, and hospitality.

While FLBBA members are not regularly inspected, we do require that members be in compliance with our Association's Recommended Member Standards, sign a pledge to uphold these standards, and have our Membership Chair visit new B&B's to welcome you to FLBBA and answer any questions.

Members are required to send copies of their DBA Certificate or Incorporation Documentation, New York State Tax Certificate of Authority, a copy of your Homeowner's/Bed and Breakfast Insurance Policy cover page showing a minimum liability rider of \$1,000,000 (one million) coverage, and town/village or county permits where applicable. You will be asked to provide information about your inn, including a brief description with your application. This information will be used to set up your FLBBA page on our website.

Dues are \$150.00 per year. There is an additional **\$50** one-time only fee to set up a new member on the FLBBA Website.

If you are interested in joining simply complete the application, standards form and attach necessary documents online or return by mail including copies of your DBA, Tax Certificate of Authority, Insurance Liability coverage, permits, the FLBBA Website Listing Information, and a check made payable to **FLBBA** for total dues to:

Tracey Howe
The Brindle and Blonde
6932 County Road 12
Naples, NY 14512

Contact Tracey Howe at 716-777-1803 or email: thebrindleandblondebnb@gmail.com if necessary

Finger Lakes Bed and Breakfast Association Recommended Member Standards

Business Credentials and Requirements

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| Taxing Certificates of Authority for county and state visibly displayed in guest welcome area |
| DBA (County Doing Business As) Certificate and Zoning Certificate if required, visibly displayed in guest welcome area |
| State, local, and federal fire regulation compliance; Certificate of inspection obtained from local fire inspector |
| Guest Register recommended. Formal guest registration system such as computer program or card system may be accepted |
| Business (separate) Checking Account with legal business name on account |
| Bookkeeping System |
| Bed and Breakfast insurance in place with a minimum of \$1,000,000 liability rider |
| Town or County Permits where required by law |

Safety Requirements

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| One working smoke detector in each guest room and one smoke detector in each main hallway per floor |
| One fire extinguisher in each guest room or fire sprinkler system |
| One fire extinguisher in kitchen or fire sprinkler system |
| Fire ladders in accordance with NYS and local zoning fire regulations |
| Carbon Monoxide Detector required for any room having a vent-free gas fireplace |
| One working flashlight or removable outlet emergency light in each guest room |
| Emergency evacuation plan including closest exit route posted clearly in each guest room |
| Emergency phone numbers clearly posted in guest rooms or at main guest phone |
| Ground Fault Interrupter (GFI) safety outlets provided in all guest bathrooms and near any source of water |
| Night lights in guest rooms and common areas for nighttime safety |
| Rugs secured or with non-slip backing to prevent slipping, especially on or near stairways |
| Adequate onsite parking; outdoor guest areas, steps and walkways well-lit and free of debris, snow or ice |

Cleanliness

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| Rooms, room furnishings and draperies regularly cleaned, free of wear and well maintained |
| Bed linens changed after every guest stay |
| For extended guest stays bed linens are usually changed every third day or as requested. |
| Bed linens stain-free and in good condition; all beds have clean mattress pads in good condition |
| DAILY: Beds made up; wastebaskets emptied, towels and bathmats changed, drinking glasses replaced, baths freshened as necessary. Exceptions would be for guests who decline daily service and where "green" towel rules are clearly posted. |
| Shared Baths: clean floor, mirror, sink, shower/bathtub, and toilet and freshen towels on a daily basis. |

Furnishings-Guest Rooms and Baths

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| Privacy window covering for each window |
| Privacy door locks on all guest bedrooms and shared baths (need to be secure, but not necessarily keyed) |
| Sturdy beds with comfortable mattress |
| Bed covering, blanket and two covered sleeping pillows per guest; extra pillows and blankets available for request |
| Private Guest Bath: 1 each-washcloth, hand towel and bath towel per guest; extra toilet paper roll, sanitary needs bags, fresh soap. Bathmat or nonskid shower strips recommended. Safety grab bars recommended where guests enter/exit tubs |
| Shared Guest Bath: Provide adequate hanging area for each guest for their bath linens and adequate space for toiletry use. Guest hamper provided for wet linens. Fresh towels may be provided in the guest room as well for smaller baths. |
| Wastebasket and facial tissue provided in guest bedroom. Additional wastebasket provided in guest bathroom |
| Comfortable seating provided in each room where possible |
| Lamps in task/seating/reading areas as appropriate. Bedside reading lamps minimum 60 watts on each side of bed (or equivalent), adequate bedside tables-one for each guest where possible |
| Adequate hanging and drawer storage space for each guest, 10 hangers and 2 drawers each recommended |
| Luggage rack or appropriate flat surface for luggage required |
| Absolutely no personal belongings of owners should be stored in guest rooms |
| Screens should be on all windows that open |

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Common Areas

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| Reception/office area (clean and neat) for guest's check-in/out with seating available for guest's comfort available |
| Common area(s) available for guest's use always, or hours when available clearly posted. These areas should be clean, neat and well-lit with reading lamps provided, etc. There should be comfortable seating to accommodate guests |
| A guest information center providing local maps, names and numbers of local restaurants, churches, museums and information about local events and shopping should be readily available to guests in common areas or in each guest room |
| Telephone with writing surface should be available on premises for guest's convenience |
| House policies/Rules should be visibly posted and clearly pointed out to guests at check-in. Very Important |

Kitchen Area +

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| Dishwasher available for thorough high temperature cleaning of dishes |
| Counter and work surfaces should be cleaned and disinfected regularly. Appliances and cabinets clean and in good working order. Refrigerator temperature monitored about 38-40 degrees for food safety. Proper safe food handling practices adhered to. |
| Guest's use of or limited use of any kitchen or refrigeration areas (guest ice) should be clearly indicated to guest |

Exterior

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| Establishment should be well maintained and in good repair and visually appealing |
| Grounds, walkways, and steps should be consistently well maintained and well illuminated for safe night use |
| Clear signage for guest's entrance and/or parking visible |
| Lighted business sign easily visible from the road |

Food and Beverage

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| Breakfast is always included in the room rate. Times of service should be clear. Determine diet restrictions/allergies before breakfast |
| If continental breakfast only is served, guests should be made aware of this in advance of arrival |
| Serving of Alcohol is prohibited in New York State without a license. It cannot legally be served, sold, shared, gifted, advertised, or given away to a paying guest in your establishment without a valid NYS Liquor License. A Bed and Breakfast Liquor License is available in NYS for a reasonable fee; please contact the state liquor authority. |

Hospitality Plus

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| Provide on Website or in Brochure: phone, fax, email, website address, directions to establishment, pets on premises, if pets are allowed, if children are allowed and what age, smoking policies, meals served, owner's names |
| Cancellation policies made clear in brochure/website and told to guests when making reservation or in written confirmation |
| Parking locations or parking space restrictions discussed in advance of visit if necessary |
| Check in/out times and flexibility of times discussed in advance of visit, instructions given to guest for late arrivals |
| Information on methods of payment and credit cards accepted discussed in advance of visit |
| Reservations confirmed in advance of visit by mail or email when required |
| Provide a warm, friendly welcome and a tour of the establishment including guest information areas, refreshment areas, breakfast times, emergency exit plans, fire equipment, phone or computer usage and other house policies |
| How the innkeepers/managers can be reached at all hours, whether on or off the premises, must be visibly posted. Forwarding phone number should be available when going off the premises. |

Name of Property _____

Address of Property: _____

Property Owner(s) Name(s): _____

Innkeeper, please sign and date below that you have reviewed the standards listed herein and are to the best of your knowledge in accordance with these standards to join the Finger Lakes Bed & Breakfast Association. Please send together with the required documents and your check as listed on the membership application form. Please contact membership with any questions

Signature: _____ **Date:** _____



***Finger Lakes Bed and Breakfast Association
New Membership Application Form***

Full legal name of B&B/Inn: _____

Host(s) Name: _____

Address: _____

City: _____ Zip Code: _____

County: _____

Phone(s): _____ Fax: _____

Email: _____

Are you open for business? _____ If not, planned date of start-up? _____

How many guest rooms do you have? _____

Finger Lakes Bed and Breakfast Association Website Information:

Your B&B/Inn and website will be listed on the www.flbba.com website.

Your Website Address: _____

Once your listing is online you will receive a welcome email with your log in and password instructions. You will be asked to complete your listing by adding a 50-word description, photographs and to check the amenities you offer.

Please make check payable to FLBBA. Current membership dues are \$150.00.

Include with your check copies of the following:

- DBA Certificate or Incorporation or LLC Documentation of legal business name.
- NYS Certificate of Tax Authority
- Insurance rider showing minimum liability coverage of \$1,000,000 ➤ Town/Village or County permits where applicable.
- Signed recommended Standards Form.

I would like to participate in the Gift Certificate Program YES NO

I would be interested in becoming more active with FLBBA YES NO

If applying by mail: Check is payable to **FLBBA** and mail documents to:
Tracey Howe 6932 County Road 12 Naples, NY 14512

Signature(s) _____ **Date:** _____