 **Check-In/Check-Out Policy**

 *Updated Nov. 2022*

**Customers Staying On-Site**

**Check-In Policy**

1. All customers MUST complete the Facility Registration and Agreement form prior to entering the *AET* facility. No entrance will be granted onto the facility until it has been completed. The Facility Registration and Agreement form can be found on the *AET* website. If an on-line Facility Registration and Agreement form has not been completed prior to arrival, the customer may complete a paper copy at the front desk during office hours.
2. Upon arrival at *AET*, all customers MUST check-in at the *AET* front office. Customers will be required to specify their check-out/departure date prior to receiving entrance into the *AET* facility.
3. When registration paperwork has been confirmed, customers will receive a gate code for entrance into the *AET* facility. They will also be given an access swipe card that will gain them access to their lodging room if they are staying on site and customer assigned garages.

**Check-Out Policy**

1. All customers MUST check-out with *AET* by stopping at the front office, calling the front office at 218-634-2041, or via the website at [www.aettesting.com/check-out](http://www.aettesting.com/check-out).
2. Access cards must be left at the front office, lodging room, or customers assigned garage.

**Penalties**

1. Non arriving customers that do not cancel their on-site lodging reservation will incur lodging charges as follows:
	1. Failure to cancel reservation 24 hours prior to the arrival date will be charged for two nights (if reservation was for multiple nights).
	2. Failure to cancel reservation 48 hours prior to the arrival will be charged for one night stay.
	3. Cancellation 48hrs + in advance will not be charged.

**Customers Staying Off-Site**

**Check-In Policy**

1. All customers MUST complete the Facility Registration and Agreement form prior to entering the *AET* facility. No entrance will be granted onto the facility until it has been completed. The Facility Registration and Agreement form can be found on the *AET* website. If an on-line Facility Registration and Agreement form has not been completed prior to arrival, the customer may complete a paper copy at the front desk during office hours.
2. Upon arrival at *AET*, all customers MUST check-in at the front office. Customers will be required to specify their departure date prior to receiving entrance into the *AET* facility.
3. Once all registration paperwork has been confirmed customers will receive a gate code for entrance into the *AET* facility. They will also be given an access card that will gain them access to all buildings the customer has been assigned to.
4. On-Site Coordinators will be given stickers (color coded to each company on-site) that **MUST** be placed on the outside of each test vehicle’s windshield, where the rearview mirror is attached. Stickers **MUST** be affixed to the vehicle, or the vehicle will not be allowed access to the test courses.
5. Please keep AET informed of any changes to personnel schedules. Thank you!