



WELCOME!

The following guest guidelines apply campus-wide and are designed for the safety and well-being of our guests.

Your room:

- Check-out is no later than 11:00AM. **Guests who check-out late will be required to pay for the room for that day. We do not hold rooms or grant late check-outs.**
- We issue one key per room. There is a \$30.00 replacement charge for lost keys.
- No more than four guests assigned to a room. An additional room is required for those who exceed four guests. **Please inform staff of any changes in the number of guests throughout your stay.**
- Dress appropriately upon exiting your room. Shirt, pants, and shoes are REQUIRED.
- We ask that you keep food in your room to a minimum and dispose of any trash in the large trashcan located at the end of your wing's hallway. Also, keep food in securely sealed containers to avoid any unwanted pests.
- Please use the provided bed and bath linens for the duration of your stay. **Complimentary washers and dryers are available on each wing.**

WE DO NOT PERMIT:

- **In-house smoking of any kind. There are designated outdoor smoking areas available.**
- **Alcohol, non-prescription drugs, weapons, or candles.**
- **Pets (with the exception of service pets) in or on our campus. We can guide you to local pet-sitting services.**
- **Personal televisions. If you are interested in a room with a television, ask a staff member. However, due to frequent high occupancy, rooms with televisions may not be available.**
- **GUESTS WHO VIOLATE THESE RULES WILL BE ASKED TO CHECK OUT IMMEDIATELY.**

We kindly ask:

- Those under 18 years old must be accompanied by an adult at all times.
- Secure your belongings. We are not responsible for lost or stolen items.
- Any dishes or appliances used within the community kitchens should be cleaned in a timely manner after using them.
- Please be considerate of others when using common areas such as kitchens, lounges, and playrooms. We want to ensure a safe, comfortable, and tranquil environment for all. Report any maintenance issues or other concerns to staff immediately.
- Our facility and services are reserved for registered guests. Please inform staff when you have visitors. We will review a simple list of guidelines to follow while they are in our facility. Visiting hours are 9:00AM-9:00PM.

SIGNATURES OF REGISTERED GUESTS:

Guest Date

Guest Date

Employee Date

Guest Date

Guest Date