Batten School of Coastal & Marine Sciences

Abrahamson House Guest Agreement

This document must be signed by the guest staying in the house and the hosting faculty/staff member.

Please take a moment to review and acknowledge the following policies for Abrahamson House. This document must be signed prior to your stay.

Guest Eligibility and Reservations

- Abrahamson House lodging is available only to guests directly affiliated with VIMS & the Batten School (visiting researchers, students, and invited guests).
- Family members of affiliated guests and other unauthorized guests are not permitted to stay at the house.
- Minors (under the age of 18) are not permitted.
- The daily rate for Abrahamson is $25.00 per day per person, which will be billed after check-out.
- Once a reservation is confirmed, refunds cannot be given for changes to the length of stay or early departures.

Campus and House Rules

- No smoking/vaping allowed in the house.
- No open flames are allowed including candles or incense sticks.
- No grilling on decks or porches.
- Pets are not allowed on campus. Requests for service or emotional support animals must follow W&M Guidelines for approval.
- Alcohol is not permitted on campus per Policy and Procedure Document PPD-0010.

Check-In

- Check-in is at 1:00pm on the day of your arrival.
- It is the hosting faculty/staff member's responsibility to make arrangements to pick up the key from Amanda Currence during business hours before the guest's arrival and get the key to the guest.
- If the guest is arriving after hours or on the weekend and their host is not able to meet them to deliver the key, the key can be given to VIMS & Batten School Security, which can be reached at 804-684-7300 upon the guest's arrival .

Check-Out

- Check-out is at 10:00am the day of your departure.
- If you are unable to check out by 10:00am, please notify Amanda Currence at acurrence@vims.edu. Excessive delay in check-out may result in additional charges.
- The key must be left on the bedside nightstand upon Check-out. Failure to leave the key may result in replacement fees.
- Linens should be washed and dried before departure and dried linens should be left in the dryer.

- Guests are expected to leave their bedroom, bathroom, and all common areas in a clean and orderly condition at the end of their stay.
- Failure to comply with these requirements, including leaving spaces excessively dirty or requiring housekeeping attention above and beyond our normal change-over procedures, may result in a $500 cleaning fee that will be added to the guest's final invoice.

Shared House and Common Areas

- The house is a communal space and must be treated as such.
- The living room, kitchen, dining area, shared bathrooms, foyer, porch, and other shared spaces are considered common areas and guests are expected to work cooperatively to maintain the cleanliness and orderly condition of these spaces.
- All guests must be considerate of other house guests when using these shared spaces.
- Quiet hours are from 10:00pm to 6:00am; watching TV, listening to music, or other activities that create excessive noise (such as cooking or cleaning) in common spaces is discouraged between these hours.
- Personal belongings may not be stored in shared/common areas.
- Washer and dryer are located on the 1st floor. Please be mindful of other guests and housekeeping when using these.
- The bathroom facilities in the house are limited. Please be considerate of other guests using a shared bathroom: Be mindful of excessively long usage time; Do not leave toiletries in the bathroom if it is shared by others. Consider using a shower caddy to carry toiletries back and forth.

Housekeeping, Supplies, Cleaning, Linens, and Trash

- Housekeeping staff do not routinely clean bedrooms, bathrooms, or common areas during a guest's stay. Cleaning supplies are provided, and guests are responsible for maintaining the cleanliness of the spaces they use.
- Abrahamson House is equipped with basic supplies necessary for short-term stays, including pots, pans, dishes, utensils, cups, mugs, toilet paper, paper towels, sponges, and cleaning supplies. Housekeeping staff monitor the inventory and maintain an adequate supply of items in the house; however, if these basic supplies need to be restocked, guests should contact Housekeeping (contact numbers are posted in the house). Guests are responsible for purchasing any additional or specialty items they may require.
- Housekeeping staff are not responsible for cleaning up after private social events.
- Bed linens and towels are provided upon arrival. Guests are responsible for laundering their linens as needed during their stay. Housekeeping staff will not change or launder linens during a guest's stay.
- Guests are responsible for removing bathroom, bedroom, and kitchen trash as necessary and placing it in the designated exterior container. Housekeeping will empty the exterior trash container daily.
- Muddy field clothes and boots must remain on the porch.

Kitchen

- Each guest is required to clean up after each use of the kitchen, including wiping down counters and cleaning dishes.

- Food is not allowed in the bedrooms.
- All food in the refrigerator must be appropriately covered or in a container.
- Food items on the counter and in the cabinets and refrigerator should be regularly checked and removed as necessary to maintain clean and sanitary conditions.

Heating, Air Conditioning, Doors, and Windows

- The house has central heating and air conditioning. Thermostats are in the living room and second floor hallway. Please be considerate of the other house occupants if you adjust the thermostat.
- Please make sure all doors and windows are fully closed and locked when you are not in the building.

Guest Acknowledgment

By signing below, the guest and hosting faculty/staff member acknowledge that they have reviewed and agree to follow the Abrahamson House Guest Agreement and the guest responsibilities and policies described above. Failure to adhere to these policies will result first in a warning and may result in the guest's removal from the house, a fine, and/or loss of the VIMS & Batten School faculty/staff member's ability to host future guests.

Guest Printed Name	Hosting Faculty/Staff Printed Name
_____	_____
Guest Signature	Hosting Faculty/Staff Signature
_____	_____
Date	Date
_____	_____