

**AGREEMENT FOR USE OF AND STAY IN
SOMATIC SYSTEMS INSTITUTE GUEST HOUSING**

This policy applies to use of and residence in any of the apartments and other facilities maintained by Somatic Systems Institute (“SSI”) for training faculty, staff, and other visitors (“Guest” or “You”). Guests are expected to comply with the following guidelines.

Linens: Sheets and towels may be provided. It is the responsibility of Guests to make their own beds. At the end of your visit, you are expected to strip your own bed. You are expected to fold the blankets and leave them in the room. You must put the sheets into a pillowcase along with your washcloths and towels; and leave this package at the top of the stairs for laundering.

Responsibility For Personal Property: SSI does not assume responsibility for loss of or damage to articles of personal property that occurs in its buildings or on its grounds no matter how caused.

Keys: Keys are the property of SSI and must be surrendered on termination of your stay,. A lost, stolen, or duplicated key will result in a lock change. You will be charged a fee for changing the locks. Auxiliary locks may not be installed nor may Guests tamper with any existing locks. Any Guest failing to surrender a key will be charged a fee by SSI for key replacement and lock change.

Kitchen: Unless otherwise specified, Guests may use the kitchen, appliances and dishes. You are responsible for washing all of your own dishes, and leaving the refrigerator and freezer EMPTY of anything you put in them when you leave.

Smoking: Smoking is prohibited in all residential housing facilities, including all living areas, hallways, stairwells, laundries, and porches. In addition, smokers are expected to remain at a reasonable distance (at least 25 feet) from building entrances while smoking, such that second-hand smoke does not interfere with access or the rights of others. All smoking materials should be disposed of appropriately.

Illicit Substances: The use or possession of narcotics or illegal drugs is strictly prohibited. The use or possession of alcohol by persons under the Massachusetts legal drinking age or the age of 21 is prohibited. Guests shall not provide alcohol to minors, nor distribute illegal substances to anyone.

Illegal Acts: Guests are prohibited from conducting any illegal acts or otherwise breaking any laws while using SSI housing. Guests are prohibited from using SSI facilities for conducting illegal activities. It is the responsibility of Guests to familiarize themselves with any and all applicable local, state, and federal laws. Guests witnessing any illegal activity at SSI facilities must report them to SSI management.

Quiet Hours: All Guests are expected to maintain a reasonable sound level in the apartment at all times. Music and other excessive noise is not permitted after 10:00 PM, as a courtesy to the other residents of the building. Guests are prohibited from unreasonably disturbing other guests of SSI’s facility.

Guests And Visitors: Guests are responsible for the conduct of their visitors. Overnight visitors are allowed only with the consent of SSI. Guests shall not resell, sublet, or otherwise redistribute use of SSI facilities.

Special Guidelines: Some facilities may have additional special guidelines and terms, depending on unique features of the facilities as well as agreements SSI has made. Guests shall abide by these additional regulations (which may be posted at the facilities or provided in additional documents) as well as any other guidelines posted on premises or at SSI offices.

Locking Up: Prior to leaving you *must* verify that all windows and doors are closed and locked, including doors to balconies.

Guests who stay in SSI housing on more than one occasion shall abide by this agreement and the terms of use in perpetuity whenever using SSI facilities. Signing this agreement for one stay indicates your agreement with these terms for every time that you stay in SSI facilities.

Guest Name: _____

Guest Signature: _____ Date: _____

Witness Signature: _____ Date: _____