



Evelyn Hall Guest Agreement:

Guest Name: _____

Downeast Institute provides accommodations to increase access to our research and educational programming. To do this safely and successfully, we need the cooperation of you, our guest.

Things you should know:

Evelyn Hall serves as a dorm for long term student use as well as short term stays for researchers and others. The common room, dining room and restrooms/showers are shared. We do not have full time food service. The kitchen is licensed for commercial use so may only be used by guests under special circumstances, outlined in Attachment A.

There are a few take-out restaurants and a grocery store in the area, but they close early. We recommend you bring food with you if you plan to arrive in the evening.

There is a laundry room for guest use. Please bring your own supplies.

Until further notice, guests must bring their own bedding and towels.

The kitchen includes a microwave, a coffee pot that brews from K-cups, grounds or loose tea, a toaster, various pots, pans and utensils, food containers, disposable plates and cutlery, and kitchen supplies.

The Wi-fi password is posted throughout the facility, as well as the phone number and emergency information.

Parking outside the dorm entrance is to be used for unloading or handicapped parking only. Long term parking is near the road or in the lot in front of the dorm (facing the ocean).

A map of the campus is available at <https://downeastinstitute.org/our-facility/visitors/>

When your stay has ended, please leave your room key on the hook inside the entrance.

Your Room:

You have been assigned **dorm room XX**; from May, XX, 2022 to August XX, 2022.

The access code to the front door is [XXXX]. **(Keep this code with you as cell service on the island is limited)**
Your room keys will be hanging in the entryway.

Payment:

Total Charges: __o_____

Conditions:

You agree to follow all the posted rules and procedures in the facility.

You agree to respect our property, keep it neat and clean, and leave it as you found it.

You agree to reimburse us for repairs to damage you cause or to clean messes you leave behind.

Release and Indemnification: The Guest releases Downeast Institute, its officers, employees, and agents from any claim related to the Guest's use of Evelyn Hall and all other Downeast Institute property, or the acts or omissions of the Guest, or their agents, or invitees. The Guest further agrees to indemnify and hold harmless Downeast Institute, its officers, employees, or agents from any such claim. This indemnity, waiver and release includes, without limitations, any claim arising out of negligence or alleged negligence on the part of Downeast Institute, its officers, employees, or agents. For purposes of this Agreement, the term "claim" means any claim, cause of action, damage or liability, specifically including attorney's fees, relating to or in connection with the Guest's use of Downeast Institute property.

By signing below, I agree to these conditions, including those contained in Attachment A.

Signature

Printed Name

Mailing address: _____

Phone: _____

Date _____

Attachment A:

Use of Commercial Kitchen

Your health and safety are important to us. We must follow strict food health guidelines, enforced by the State of Maine, to maintain our commercial kitchen license. It is important for your health and that of others that you follow all kitchen hygiene rules.

Guest use of the commercial kitchen is allowed with the following conditions:

1. Stove/oven must not be used until viewing this brief [safety training video](#).
2. Dishwasher must not be used by guests. Dishes must be washed in hot soapy water and stacked in trays in the sink.
3. Guests must use refrigerator bins or other means to separate food from that of other guests.
4. ALL surfaces, including countertops, stove, microwave, coffee maker and dining tables must be cleaned by the guest after each use.
5. The guest must remove all trash when the receptacle is full, and also when checking out, and place it in the dumpster.
6. Dry goods are to be kept in airtight containers in guests' rooms, not in the kitchen.
7. Use sinks only for their indicated use.
8. The Guest will be billed for any expense caused by damage or failure to abide by kitchen rules.