

MONTEREY est. 1853



ROANOKE COLLEGE

POLICIES

1. The guest and sponsoring department shall be held fully responsible for any damage either to the room, furniture or facility.
2. Roanoke College facilities are smoke-free environments. Guests are asked to assist Roanoke College in this attempt to maintain a healthier environment.
3. Unauthorized use of guest rooms is not permitted. Requestors need to reserve a room in advance through the Colket Center Information Desk.
4. Use of the Monterey guest rooms is open to all Roanoke College faculty, staff, and alumni, depending upon availability and reason. Guest rooms are not normally open for non-college use.
5. Guest house keys should be returned to the Colket Center before 4:30 p.m. on the day of departure or left in the key drop-off box located upstairs outside Monterey Room 1. Lost keys will result in the sponsor being billed \$25.00 for each key (a total of \$50.00).
6. Parties and unacceptable behavior in the guest rooms are not permitted. Only registered guests are permitted to stay in the rooms. All Roanoke College policies apply to guests.
7. Roanoke College is not responsible for any loss, injury, theft or damage that might occur.
8. Pets are not allowed to accompany guests during their stay in Monterey, except licensed Service Animals.