DANIEL HOUSE GUEST POLICY

The Daniel House is Samford University’s academic program center in London, United Kingdom. During the academic semesters, it is used exclusively as a residence hall and community hub for Samford students enrolled in faculty-led study abroad courses. Between the summer and fall term, overnight lodging is available to Samford groups and alumni, as space permits. Please note, the Daniel House may occasionally be closed to all guests for repairs and scheduled maintenance.

Academic Semesters
During the academic semesters, only enrolled students and the faculty-in-residence are allowed overnight accommodation. No guests are allowed except:

- Spouse of faculty-in-residence (no cost to faculty if room is shared)
- Dependent children of the faculty-in-residence (faculty may incur additional cost)
- Current Samford University employees on business in London (must arrange travel with Global Engagement Office)
- Approved out-of-town guest faculty

Though they may not stay overnight at the Daniel House, friends and family are welcome to visit students enrolled in semester-long programs in London. We ask guests to be sensitive to the academic schedule of the program and to limit their visits to holidays or breaks. Guests can choose from many excellent hotel options near the Daniel House, including the next-door Villa Kensington.

Summer Groups
The Daniel House may be reserved for Samford University departmental or alumni groups in July. The per person price depends on the size of the group. The entire house may be booked at a flat rate. Please contact the Global Engagement Office to reserve. All guests must adhere to the Code of Values of Samford University and the written guidelines of the Daniel House.

Alumni Travel
Samford University alumni may stay at the Daniel as space permits in July and during faculty/staff open house in early August. Groups of \( \leq 7 \) are charged according to pricing schedule for individuals; groups of \( \geq 8 \) pay the group rate. Please contact the Global Engagement Office for reservations. All guests must adhere to the Code of Values of Samford University and the written guidelines of the Daniel House.
Faculty/Staff Open House
When possible, the Daniel House will be made available to current Samford University faculty and staff for two weeks in early August. Reservations are made through the Global Engagement Office on a first-come, first-served basis. There is no cost for Samford employees to stay during this time and immediate family members are $50/person/night. All guests must adhere to the Code of Values of Samford University and the written guidelines of the Daniel House.

Pricing Schedule for Groups
Groups of eight or more are charged per person, per week. See below:

- 8-25 People: $450/person/week
- 26+ People: $400/person/week
- Entire House: $14,000/week

Please note, one week is six nights (e.g. Sunday-Saturday). A deposit of $1,000.00 is due upon contract signing. This is refundable up to 6 month prior to departure. 50% of total is due 90 days before departure. 100% is due 30 days prior to departure.

Pricing Schedule for Individuals
Individuals or groups of seven or less are charged per room, per night. See below:

- $100 per room – single occupancy
- $150 per room – double occupancy
- $175 per room – triple occupancy

A deposit of $50/person is due upon contract signing. This is refundable up to 6 month prior to departure. 50% of total is due 90 days before departure. 100% is due 30 days prior to departure.

Inclusions
- Wi-Fi
- Linens (bed linen and 1 bath towel, refreshed weekly)
- Self-Service Laundry
- Access to Kitchen
- Common areas cleaned daily

Daniel House Guidelines
- No smoking allowed in facility. No alcohol allowed on premises.
- Kitchen cooking privileges are allowed with proper cleaning of utensils and space used. Food is not allowed in sleeping areas or in parlour.
- Due to fire marshal regulations, lighted candles are not allowed.
- There is a £20 charge for lost key. If house security is in jeopardy, there may be a charge to rekey the entire house.
- Door code to be kept private. Inner security door to be kept locked at all times.
- Furniture may not be rearranged and no signs posted except in proper areas (bulletin boards).
- Security of the doors and windows in all public areas and individual rooms must be maintained.
- Quiet hours of the Daniel House in conjunction with the Borough of Kensington and Chelsea are from 11:00 p.m. – 7:00 a.m.