

From: surrey@skidmore.edu
To:
Subject: Surrey Guest, your reservation has been confirmed!
Date: Monday, March 9, 2020 10:34:51 AM



Your Surrey reservation has been confirmed.

The following amount will be billed to the SCIP# provided: \$270.00

If you have not provided us with a guest email, please do so two weeks prior to your guest's arrival. As soon as we receive the guest's email, a confirmation will be sent to the guest with the information below, followed by a key code sent 48 hours in advance of their arrival. For the safety and security of all guests, confidential key codes are sent directly to the guest's email only.

During the Academic year, cancellations of less than 48 hours' notice will be charged a \$50 fee.

During the Summer, cancellations of less than 2 weeks' notice will be charged the cost of one night stay, at current market rate.

The balance due for the following reservation will be billed directly to the SCIP number provided in the reservation. Charges will be posted monthly. Please print and keep this confirmation for back up.

Monday, March 9, 2020

Surrey Guest

Dear Guest,

We are pleased to confirm your reservation.

Room 1
Monday, March 9, 2020 to Wednesday, March 11, 2020
Confirmation ID: 9299S445
Check In Time: 3:00 PM
Check Out Time: 11:00 AM

Thank you for choosing to stay at the Surrey-Williamson Inn. We hope your visit is enjoyable. Please review the following information

carefully and notify us immediately if there are any discrepancies or changes.

You will receive an email from The Surrey Inn up to 48 hours prior to your arrival that will contain an access code for the Surrey front door and for your room. This code is used in place of a traditional room key, so please be sure to save a copy of the email to your mobile device and/or print the email to bring with you. The code will be active after 3:00 pm on your arrival date and will expire at 11:00 am on your departure date.

The Surrey Inn is staffed Monday through Friday, during normal business hours (9:00am - 4:00pm) you may contact surrey@skidmore.edu, 518-580-8270, or the building housekeeping staff may help you with directions and campus information. After hours, or in event of any emergency, Campus Safety 518-580-5567 can assist you.

You can find a map of the Skidmore campus here:
<http://www.skidmore.edu/directions/docs/SkidmoreMap3D.pdf>

The Surrey Inn is building #37. When you arrive at the Surrey, please park in the lot directly in front of building. Once inside the building, guest rooms 1-9 are located at the top of the stairs, room 10 is on the first floor to your right. Campus Safety is located in the Jonsson Tower, building #17.

Guest amenities include a TV, Guest Wifi, shampoo, conditioner, body lotion, soap, and blow dryer, and a steamer/iron. A single serve coffee maker and supplies are provided in each room. There is a water fountain/bottle filling station on the 1st floor to the left of the main entrance. Enjoy complimentary breakfast to-go items, available in the 2nd floor common room. Wifi, TV, and information about Skidmore and Saratoga Springs may be found in the Guest Information Notebook in each room.

A common room is available on the 2nd floor with a computer and printer, microwave, mini fridge, ice machine, breakfast items, and other guest conveniences.

We hope you enjoy your stay in Saratoga.

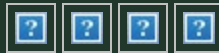
Surrey-Williamson Innkeeper

Policies:

Smoking, including electronic cigarettes, is prohibited in the Surrey Williamson Inn, classrooms, rest rooms, hallways, office areas and all other indoor area, and with the boundaries of Skidmore's campus.

Skidmore College is not liable for loss of money or valuables by any person or the loss or damage to any resident's property. The College is not responsible for storage of personal items. The College is not responsible for any personal items left in a room after the scheduled departure date/time.

For health and safety reasons, unapproved pets are not permitted at the Surrey-Williamson Inn. If an unapproved animal is found on campus, the owner will be asked to remove it from the premises within 24 hours, and will be charged a cleaning fee of \$300. If applicable, see our [service animal policy](#), [therapy animal authorization requirements](#), and contact surrey@skidmore.edu for final approval.



Surrey-Williamson Inn
950 North Broadway
Saratoga Springs, NY 12866
518 580 8270
<https://www.skidmore.edu/surrey/>