Reservation Information for Buchanan-Blakemore Guest House

The Buchanan-Blakemore Guest House, located off of I-81, Exit 26 offers overnight accommodations for visiting parents, Emory & Henry affiliates and other guests. The house features five bedrooms, a central living room, kitchen, dining area, and a common area.

The rooms are available on a limited basis and are first come, first served. We are currently accepting visitors by reservation only. A credit card is required as a room guarantee. We can accept MasterCard, Visa, or Discover. Office hours are typically Monday through Friday 8 a.m. to 3:30 p.m. After hours, please phone Campus Security at 276-944-6222.

To check availability or reserve a room, please contact the Facilities Department at 276-944-6242 or tflanary@ehc.edu.

Please see below for more information about the rooms we offer:

First Floor
Room 101: 1 Queen Size Bed
Private Bathroom
Private enclosed sitting area
Direct TV/Internet Connection

Second Floor
Room 201: 1 Queen Size Bed
Shared Bathroom w/ Room 204
Direct TV/Internet Connection
Room 202: 1 King Size Bed
Use of Main Bathroom
Direct TV/Internet Connection
Room 203: 1 Queen Size Bed
Use of Main Bathroom
Direct TV/Internet Connection
Room 204: 1 Queen Size Bed
Shared Bathroom w/ Room 201
Direct TV/Internet Connection

* Currently, we have two rollaway beds that may be used in any of the rooms. Only one rollaway bed per room is permissible.

Check in is at 2 p.m. the date of arrival and check out is promptly at 11 a.m. the date of departure. Check-in and out times are in place for cleaning purposes. Another night stay will be charged to account holders checking out late.

Please note: When exiting I-81 South onto Exit 26, turn right at the end of the ramp. When exiting I-81 North onto Exit 26, turn left at the end of the ramp. The Buchanan-Blakemore House is the first brick on the right hand side.
Buchanan-Blakemore Guest House

Reservation Request Form

Name: ________________________________________________________________

Billing Address: __________________________________________________________

City: __________________________ State: ________ Zip: __________

Email Address: __________________________________________________________

Phone: ________________________________

Requested Date of Arrival: _______ Requested Date of Departure: _________

College Affiliate: _____ Yes _____ No

Affiliation: ____________________________________________________________

Method of Payment

Cash: _________________________________________________________________

Check: ________________________________________________________________

Credit Card: MasterCard: __________________________

Visa: __________________________

Discover: __________________________

Exp. Date: __________________________

Security Code: __________________________

Name on Card: __________________________

Signature: __________________________

College GL Account Number to be charged: __________________________

By submitting this form, you acknowledge you have provided the correct information to the best of your ability and knowledge. You understand that completing this form does not entitle you to a room on the dates requested. You acknowledge you have read, understand, and are bound by the Emory & Henry College Blakemore House guest terms and conditions and you agree to abide by them while on the College’s premises.
Buchanan-Blakemore Guest House Terms and Conditions

Whereas, it is the responsibility of the E&H Board of Trustees to establish standards of conduct and regulations for the use of facilities for all groups, and

Whereas, Emory & Henry College believes that both freedom to pursue one's goals and responsibility for one's actions are necessary to the life of the intellectual and Christian community, all parties of any group using Emory & Henry College's facilities, agrees to be bound by the following terms and conditions while on the College premises:

1. Damages to College property will be charged to the Individual making the reservation or the department or conference they are associated with.

2. Unless documented in writing between the College and the renting party, under no circumstances shall the artwork or the photographs be touched, even temporarily for removal and replacement.

3. Sodexo will cater the Blakemore House. If you would like to set up a catered event, please contact Sodexo at 276-944-6587.

4. Emory & Henry College is not liable for accidents. Each group must provide its own medical and accident coverage. The group agrees to hold harmless the College for any and all liability for bodily injury or property damage arising due to negligence on the part of the group or any group participant. Each group must provide its own insurance (Please see #5).

5. This paragraph excludes room reservations made for overnight stays within the Blakemore House. It is the responsibility of each conference group or individual person to provide appropriate insurance coverage and personnel practices as it deems necessary to comply fully with federal and state regulations covering its employees and/or agencies, including, but not limited to, workers' compensation insurance, payroll taxes, statutory benefits and other liabilities. A copy of a certificate of general liability insurance naming Emory & Henry College as an additional insured is required for all groups using facilities on the campus of Emory and Henry College. Please see insurance requirements form to determine the type of Insurance requirements your group or event will be required to carry. Such insurance can be obtained through a local agent or online through EllA at the web address provided below: https://securespecialeventinsurance.com/EIIA.

6. Personal possessions of program participants are not covered for loss or damage, including, but not limited to fire, water damage, or theft, under College insurance policies. Each conference group agrees to hold harmless the College for any and all such loss or damage.
7. Each conference group and/or individual agrees to hold Emory & Henry College free and
harmless from and shall Indemnify Emory & Henry College against any and all liability,
loss and damages, suits, penalties, claims and demands of every kind of nature, and
expenses related thereto, including reasonable attorney's fees, arising out of any
accident, injury or damage which may occur as a result of the conference group's
conduct of its activities upon and use of Emory & Henry College premises under this
Agreement. However, nothing in this paragraph shall be deemed to exonerate Emory &
Henry College from liability caused directly by the negligence of Emory & Henry College
as owner of the premises.

8. In the event of Interruption of service because of problems in the facility or with utilities
(heat, lights, water, phone), the College shall make all reasonable efforts to restore
service but shall give no abatement in rental fees nor be liable because of temporary
interruptions to service.

9. No pets are allowed on campus with the exception of service animals. Whenever
possible, we request the Business Office be made aware of any service animals that will
be present on college premises.

10. Behavior which is abusive, obscene, indecent, excessively noisy, disorderly, or which
disturbs other groups or individuals will not be tolerated. Such behavior can result in
immediate dismissal from the grounds and may serve as the basis for denial of future
reservations.

11. Cooperation and courtesy are to be shown to all E&H staff members. Any intentional
interference in the performance of the duty of a campus security officer, fire fighter or any
other institutional official is strictly prohibited.

12. Emory & Henry College maintains that the use of alcoholic beverages or illicit drugs in no
way contributes to the institutional ideals or to the fulfillment of the persons who comprise
the academic community. Drinking and possession of alcoholic beverages or illicit drugs
on College property are strictly prohibited. The President of the College must approve
any use of alcoholic beverages.

13. In the event of disruptive behavior, a group representative must meet with College
officials as deemed appropriate. The meeting may be conducted at the College's
discretion. All expenses related to follow-up, investigation, or damages are the
responsibility of the group.

14. It is the responsibility of the group to provide adequate chaperones and security for the

group.

15. Emory & Henry College reserves the right to cancel the event due to unsafe facility
conditions or weather conditions.

16. Setup instructions must be provided at least 7 working days in advance of the event. If
not provided in a timely manner, there is no guarantee the setup can be complete. The
College shall make a reasonable effort to accommodate the group, but shall give no
abatement in rental fees nor be liable because of the group failing to provide pertinent
information requested. Please draw a diagram of the setup. We will do our best to make it
as similar as possible.
17. If additional staffing for maintenance, custodial or security services is requested by the renter, or required due to circumstances beyond the control of Emory & Henry College, renter will be responsible for making payment for these services at a rate of $20 per hour per person and for actual costs of any equipment or supplies.

18. Individuals, faculty and staff members reserving the Blakemore have up until one week from the date of arrival to cancel room reservations without penalty. After the one week deadline, the appropriate account or department will be charged and be responsible for one half the cost of the full reservation.

19. If the entire house is reserved for any amount of time, one half of the total cost of the reservation must be paid when the reservation is made. The amount is to be charged or paid upfront and is non-refundable.

20. Check in is at 2:00 p.m. on the day of arrival. Check out is promptly at 11:00 a.m. so housekeeping may prepare the room for the next guest. To request additional nights please contact the Facilities Department at 276-944-6242. Late checkout will result in your being charged for another night’s stay. If another guest is scheduled to arrive, personal belongs may be collected and set outside the room for you to pick up at a later time.

**Blakemore Lodging Rates**
*Rates listed below are per room, per night.*

<table>
<thead>
<tr>
<th>E&amp;H Affiliates</th>
<th>Room Rate</th>
<th>Sales Tax</th>
<th>Occup. Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>$49.00</td>
<td>$2.60</td>
<td>$0.98</td>
<td>$52.58</td>
</tr>
<tr>
<td>Weekend</td>
<td>$65.00</td>
<td>$3.45</td>
<td>$1.30</td>
<td>$69.75</td>
</tr>
<tr>
<td>Race Weekend</td>
<td>$139.00</td>
<td>$7.37</td>
<td>$2.78</td>
<td>$149.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Independents</th>
<th>Room Rate</th>
<th>Sales Tax</th>
<th>Occup. Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>$65.00</td>
<td>$3.45</td>
<td>$1.30</td>
<td>$69.75</td>
</tr>
<tr>
<td>Weekend</td>
<td>$85.00</td>
<td>$4.51</td>
<td>$1.70</td>
<td>$91.21</td>
</tr>
<tr>
<td>Race Weekend</td>
<td>$139.00</td>
<td>$7.37</td>
<td>$2.78</td>
<td>$149.15</td>
</tr>
</tbody>
</table>

**Blakemore Common Area Rental**
*Rates listed below are per day. Hours consist of 11 a.m. – 10 p.m.*

<table>
<thead>
<tr>
<th>E&amp;H Affiliates</th>
<th>Room Rate</th>
<th>Sales Tax</th>
<th>Occup. Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>$300.00</td>
<td>$15.90</td>
<td>$6.00</td>
<td>$321.90</td>
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<tr>
<td>Weekend</td>
<td>$325.00</td>
<td>$17.23</td>
<td>$6.50</td>
<td>$348.73</td>
</tr>
<tr>
<td>Race Weekend</td>
<td>$700.00</td>
<td>$37.10</td>
<td>$14.00</td>
<td>$751.10</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Independents</th>
<th>Room Rate</th>
<th>Sales Tax</th>
<th>Occup. Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>$325.00</td>
<td>$17.23</td>
<td>$6.50</td>
<td>$348.73</td>
</tr>
<tr>
<td>Weekend</td>
<td>$425.00</td>
<td>$22.53</td>
<td>$8.50</td>
<td>$456.03</td>
</tr>
<tr>
<td>Race Weekend</td>
<td>$700.00</td>
<td>$37.10</td>
<td>$14.00</td>
<td>$751.10</td>
</tr>
</tbody>
</table>

Please note: Affiliates includes employees, students and student’s parents only.
As agreed, when reserving the entire Blakemore House, \( y \), of the total cost is due upon reservation. Basic room rental fees are due upon departure unless room has been canceled after the one week grace period in which case credit card will be charged for \( y \), of the original reservation. Credit card information must be given at the time the reservation is made to confirm the reservation. Without credit card Information, the reservation will be considered unconfirmed and the room may be rented to another guest. A copy of this contract is also required to confirm your reservation. You will have twenty-four (24) hours to return a signed copy of this contract. Failure to do so will result in the reservation being canceled.

In signing below, you agree that if any provision of this contract is found to be unenforceable or invalid in any way, the remaining provisions will remain in force and in effect. I certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this agreement. I further understand that the terms of this contract are legally binding and I certify that I am signing this agreement, after having carefully read it, of my own free will. As acknowledgement of the foregoing, the group/individuals agree to the stated terms. It is my responsibility to inform my party/group and those hired to provide services for my party/group of the rules and regulations outlined in this contract. I understand that Emory & Henry College reserves the right to revise or modify policies and procedures, as it deems necessary.

On behalf of ______________________________________
I, the undersigned user, have endorsed below and placed my initials on each page.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative Title</td>
<td>Group Name</td>
</tr>
<tr>
<td>Address</td>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Home Phone</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

| Emory & Henry College Representative | Date |

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Initials___________