

## **OREGON STATE HOSPITAL VISITOR COTTAGE CONDITIONS FOR USE**

Oregon State Hospital (OSH) recognizes that the support of friends and family is very important for patients during their recovery. To make visiting easier for friends and family who live far away, OSH invites them to use the Visitor Cottage for overnight stays.

### **I. Conditions for Use**

1. Reservations are required. Reservations need to be made five (5) normal business days (Monday – Friday, excluding weekday holidays) in advance.
2. The maximum stay is three (3) nights in a 30-day period.
3. To request reservations for the Visitor’s Cottage, visitors must contact the patient’s social worker. If the social worker is not available, the patient’s nurse manager or unit administrator may make the reservation.
4. When making the reservation, visitors must schedule their arrival and departure times in advance. Check-in may not be earlier than 2:00 p.m. and check-out may not be later than 1 p.m.
5. OSH charges a fee of \$5.00 per night/per bedroom. Reception staff will collect this fee when visitors check in.
6. After visitors have checked out, housekeeping staff will clean the rooms, sanitize the mattress, and complete a “Condition Report” of each room.
7. OSH will keep record of property damage and rule infractions. Consumer and Family Services reviews all incidents and may deny the visitor’s future requests to use the cottage.

### **II. Accommodations**

1. Keys: Reception issues visitors a key for the cottage front door and a key for their assigned bedroom. Visitors must check-in at Reception to get their keys.
2. Bedrooms: All beds are twin beds with linens and blankets provided.
3. Bathrooms: Visitors share the bathroom(s) with towels provided.
4. Kitchen/Dining and Living Room: Visitors share the kitchen, dining and living rooms. The kitchen has the basic necessities, including a coffee maker, pots and pans, and table service. An iron and ironing board are available in the kitchen.
5. Telephone: There is a telephone (503-947-1068) visitors may use for local calls only.

### III. Visitor Responsibilities

***The following is PROHIBITED on Oregon State Hospital property:***

Alcohol, illegal drugs, tobacco  
Smoking in any form, including: e-cigarettes; vaping; smokeless tobacco;  
marijuana, including medical marijuana and cannabis-infused food  
Pets (including in vehicles)  
Fireworks, firearms, or weapons  
***Violence, in any form***

1. Parents must supervise children (ages 0 to 18) at all times.
2. Safety and Security:
  - a. To protect personal possessions, visitors will lock their sleeping rooms when they are not occupying the room.
  - b. Visitors will lock the outer doors of the cottage when the cottage is not occupied.
3. Cleanliness:
  - a. Visitors must clearly mark all food items placed in the refrigerator with their room number and the date. Housekeeping will dispose of all unmarked food or items left after each visitor has checked out.
  - b. Visitors are responsible for making their own beds.
  - c. Visitors are responsible for cleaning up after themselves and leaving the cottage in good condition. This includes doing the dishes and cleaning the kitchen when it is used.
  - d. Before departure, visitors are responsible for removing the bed linens and placing them and any used towels in the hampers provided in each bedroom.
4. Unauthorized Persons: Only people on the reservation may be inside the Visitor Cottage. Visitors may not have personal guests on OSH property.

**OSH patients are *NOT* allowed in the Visitor Cottage.**

5. Violations: The Visitor Cottage is made available to families and friends as a courtesy to support patients' recovery. OSH reserves the right to deny use of the cottage to visitors who violate the Conditions for Use, including the visitor responsibilities. Violation may result in the permanent loss of privileges to stay in the Visitor Cottage.