

OREGON STATE HOSPITAL VISITOR COTTAGE CONDITIONS FOR USE

Oregon State Hospital (OSH) recognizes the importance of visitation with friends and family to a patient's recovery. To encourage visitation for people who live far away, OSH invites them to use the Visitor cottage for overnight stays.

Every Visitor Cottage guest must review and sign this document before receiving keys to the Visitor Cottage.

I. Conditions for Use

1. Reservations are required. Reservations must 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. Reservations can be made by contacting OSH Ombuds and Family Services at 503-947-8109 or emailing OSH.OmbudsandFamilyServices@odhsoha.oregon.gov
4. Visitors must schedule their arrival and departure times when they make their reservation. 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 \$10.00 per night/per bedroom. This fee is used to maintain the Visitor Cottage and the Family Travel Fund. Reception staff will collect this fee when visitors check in.
6. Upon checkout, 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. The OSH Ombuds Office reviews all incidents and may deny the visitor's future requests to use the cottage if property damage or rule infractions occur.

II. Accommodations

1. 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. Visitors must return their keys to Reception when they check-out.
2. All beds are twin beds with linens and blankets provided.
3. Bathrooms are shared between all visitors. Please clean up after yourself. Towels are provided, an iron and ironing board are also available.
4. The kitchen, dining and living rooms are shared by all visitors. The kitchen has basic necessities, including a coffee maker, pots and pans, dishes, and utensils. The hospital does not provide meals as part of a cottage reservation.
5. There is a telephone visitors may use for local calls only. The phone number is 503-947-1068

III. Visitor Responsibilities

The visitor cottage is provided to OSH patient visitors as a courtesy to support patients' recovery. OSH reserves the right to deny use of the cottage to visitors who violate the cottage conditions for use and/or OSH visitor guidelines. Violation may result in the permanent loss of privileges to stay in the visitor cottage.

1. Infection Prevention:
 - a. The OSH visitor cottage is a shared space that you use at your own risk.
 - b. All visitors must self-screen for any infectious disease before entering the cottage. By entering the cottage, you attest that you have none of the symptoms listed on the Infectious Disease Self-Screening poster located at reception and in the cottage.
2. Minors (children under age 18) must always be supervised by their parent/guardian. Children may not be left unattended in the cottage or on hospital grounds.
3. Safety and Security:
 - a. The following items are prohibited on OSH grounds, including the visitor cottage:
 - Alcohol, marijuana (including medical marijuana), and illegal drugs.
 - Tobacco products, including cigarettes, e-cigarettes, vaping products, or paraphernalia, matches, or lighters.
 - Pets are not allowed in the visitor cottage. Per Oregon Revised Statute (ORS) 167.310 to 167.350, animals may not be left in parked vehicles on OSH property.
 - b. To protect personal possessions, visitors must lock their sleeping rooms when they are not occupying the room.
 - c. Visitors must lock the outer doors of the cottage when the cottage is not occupied.
4. Cleanliness:
 - a. Visitors must clearly mark all food items placed in the refrigerator with their room number and the date. The hospital's Environmental Services (EVS) department will dispose of all unmarked food or items left after each visitor has checked out.
 - b. Visitors are responsible for making their own beds. The hospital does not provide housekeeping services.
 - c. Visitors are responsible for cleaning up after themselves and leaving the cottage in good condition. This includes:
 - i. washing dishes,
 - ii. putting garbage in trash cans, and
 - iii. wiping kitchen counters if used,
 - iv. upon departure, putting bed linens and used towels in the bedroom hamper.
5. Only people named on the reservation may be inside the visitor cottage. This includes OSH patients. Visitors may not have personal guests on OSH property.

Notice: For ADA accommodation requests, please contact OSH Ombuds and Family Services

Acknowledgement

I have read the OSH Visitor Cottage Conditions for Use in its entirety and will follow the rules set forth in this document. I understand that failure to follow these rules may result in loss of visiting privileges and/or use of the Visitor Cottage. I understand that I will be personally liable, and may face criminal charges, for any damage to the visitor cottage created by my failure to follow these rules. I also understand that OSH is not liable for illness, injury, or damage/loss to my personal property while staying at the Visitor Cottage.

Check-in Date: _____

Check-out Date: _____

Printed Name	Signature	Date
_____	_____	_____

Printed name	Signature	Date
_____	_____	_____

Printed name	Signature	Date
_____	_____	_____