

**SOP#: ADCR-7**

**Arranging a Stay at the Safra Lodge**

**Version #: 1.0**

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**Review Interval Period: Biennial**

**NCI Clinical Director Signature:**

### **POLICY**

The Edmond J. Safra Family Lodge at NIH provides a temporary residence for families and those involved in the care of adult patients who are receiving care as an **inpatient** at the NIH Clinical Center. Guests must be referred by the Institute/Center conducting the patient's clinical research study.

### **PURPOSE**

To identify the steps required to make a reservation at The Safra Lodge.

### **PROCEDURES**

#### **STEP 1: Making a Reservation**

- A. Contact your research team's social worker.
- B. Provide the following information: reason for the stay, name of patient and family members and dates requested. Once reservation is made the social worker will inform the study team of the reservation number
- C. Patients and families need to know that space in the Safra Lodge is not guaranteed and that although they have a reservation it could be cancelled prior to the visit because of higher priority requests. For prioritization and additional information see their website: <http://clinicalcenter.nih.gov/familylodge/index.shtml#overview>
- D. NCI outpatients cannot stay at the Safra Lodge due to strict NCI policy.
- E. Guests must be over 18 or accompanied by a guest over 18.
- F. Each inpatient is eligible for one room. Most rooms have two double beds and can accommodate up to four people. Children and babies count towards that number and they do not provide extra cots.
- G. For a guest to stay at the lodge they must present some sort of ID or documentation showing that they live more than 50 miles away from the Clinical Center. Children do not have to have ID but are not exempt from the 50 mile rule.

#### **STEP 2: Cancelling a Reservation**

- A. If a reservation needs to be cancelled or arrival is delayed the family should call 301-496-6500. They will need to have the reservation number to cancel or change the request.