

SOP#: ADCR-7

Arranging a Stay at the Safra Family Lodge

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Review Interval Period: Biennial

**NCI Clinical Director Signature/
Effective Date:**

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.

Effective September 1, 2023, indefinite changes were made to increase lodge utilization/occupancy detailed below:

Priority categories reduced to two:

- a. Guests of inpatients
- b. Outpatients

Two "crash" rooms retained for urgent requests:

- a. One w/handicapped access
- b. One for those with no accommodations, for exigent, unforeseen circumstances

Inpatients – rooms can be reserved 60 days in advance

Outpatients – rooms can be reserved 30 days in advance

PURPOSE

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

RESOURCE

The Edmond J. Safra Family Lodge at NIH [website](#)

PROCEDURES

STEP 1: Making a Reservation

- Enter a CRIS order "Lodging Request: Safra Family Lodge." NCI team members needing to have access to the CRIS order should contact the Director, Office of Research Nursing to request approval.

- You will need to provide the following information in the CRIS order:
 - lodging start and end dates
 - IC contact
 - requesting institute
 - IC contact phone number
 - IC contact email
 - IC after hours contact and phone number
 - reason for the stay
 - number of guests (maximum of 4)
 - number of guests under age 18
 - an emergency contact and phone number
- Safra Lodge will send an email confirmation to the Institute/Center team member requesting the reservation, the team member will notify the patient.
- See also the guidance document *Submitting Safra Lodge Service Requests in CRIS* located below this SOP.

IMPORTANT: 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.

[Information on Guest and Registration Priority order](#)

- Guests must be over 18 or accompanied by a guest over 18.
- 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.
- 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

- 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.

Note: The National Cancer Institute (NCI) does incur costs for usage of the Safra Lodge.