

**From:** [CEO, NIH Clinical Center](#)  
**To:** [Building 10 Occupants - For CC Use](#)  
**Cc:** [Blair, Vivian \(NIH/CC/OD\) \[E\]](#); [Rheubottom, Yasmin \(NIH/CC/OD\) \[E\]](#)  
**Subject:** Changes to Edmund J. Safra Family Lodge Reservation Guidelines  
**Date:** Thursday, August 24, 2023 11:08:48 AM

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On September 1, the following changes will be implemented at the Edmond J. Safra Family Lodge to increase Lodge utilization/occupancy:

1. Priority categories reduced to two
  - a. Guests of in-patients
  - b. Out-patients
2. Two “crash” rooms retained for urgent requests
  - a. One w/handicapped access
  - b. One for those with no accommodations, for exigent, unforeseen circumstances
2. In-patients – rooms can be reserved 60 days in advance
3. Out-patients – rooms can be reserved 30 days in advance

No one will be bumped based on priority categories and the CC Social Work Department is on notice that they may be asked to find lodging emergently more frequently. We will re-evaluate in the next 90-120 days. Questions may be directed to Vivian Blair [vivian.blair@nih.gov](mailto:vivian.blair@nih.gov) or Yasmin Rheubottom [yasmin.rheubottom@nih.gov](mailto:yasmin.rheubottom@nih.gov).

Dr. Gilman