

SHANLEY

### Information

<b>Rooms</b>	Single (1 twin bed, sink, toilet, shared shower) \$59 per room Single (1 twin bed, full bath) \$65 per room Double (1 double bed, sink, toilet, shared shower) \$67 per room Double (1 double bed, full bath) \$69 per room Double (2 twin beds, sink, toilet, shared shower) \$67 per room Double (2 twin beds, full bath) \$69 per room * Family (1 Queen bed, 2 twin beds, full bath) \$80 for 2 persons * plus up to 2 cots +\$15.00 each add'l person. Maximum capacity is 6 persons. Cribs for infants are available/ no charge. Window guarded rooms for <u>children</u> available. Request when
	There are three common bath/shower facilities on each floor to accommodate rooms without full baths. When checked in, double rooms rented as singles may have only one occupant.
<b>Air-Conditioning</b>	Specified rooms are equipped with air-conditioning from June through September. There is a \$2 addition per night for rooms with air-conditioning.
<b>Making a Reservation by Phone, Fax or Letter</b>	The Reservation Desk is open every day 8:00 AM to 11:00 PM (Eastern time). Please give the arrival and departure, guest name/s and address, and expected time of arrival. A room is <i>guaranteed</i> for a reservation with one night's rent paid in full. Any reservation without one night's rent applied is held for <i>only until</i> 4:00 PM two days prior to arrival. Reservations without guarantee are canceled two days prior to scheduled arrival.
<b>Cancellation, Change of Dates, Refunds, Etc.</b>	Notice of cancellation or change of arrival dates must be received at least two days in advance of the expected arrival date for full refund. Otherwise one night's rent is forfeited. Likewise, notice of early departure must be received at least one day in advance of departure for full refund. Otherwise one night's rent is forfeited.
<b>Late Arrivals</b>	Guests anticipating an arrival after midnight are requested to notify The Leo House in advance.
<b>Check-In</b>	Identification (driver's license, passport, etc.) is required. Rooms are ready after 1:00 PM.
<b>Forms of Payment</b>	Payment <i>upon arrival</i> is required. Payment in U.S. currency, travelers checks, postal or bank money orders, credit cards (Visa Master Card and Diners Club). <u>Personal checks are not accepted.</u>
<b>Checkout</b>	Rooms must be vacated by 11:00 AM to avoid add'l charges. <i>Please pay your telephone bill when checking out.</i>
<b>Baggage Check</b>	Baggage may be stored temporarily in our Lobby Luggage Room.
<b>Smoking</b>	Smoking, using candles, incense, etc. is not permitted in guest rooms. Smoking is permitted in The Commons and the garden <u>only.</u>
<b>Security</b>	Only registered guests are allowed in the rooms. The outside doors are locked after midnight. After midnight, please call the security guard to be admitted.
<b>Mass</b>	If a priest is available, Mass is usually at 7:00 AM weekdays, 5:30 PM on Saturday and 9:00 AM on Sunday.
<b>Breakfast</b>	Breakfast Buffet daily in the second floor dining room from 7:30 AM to 10:30 AM, featuring homemade bread. On Sunday a Continental breakfast is available in The Commons on the first floor.
<b>Wake-Up Call</b>	Contact the Front Desk.
<b>Laundry</b>	Washers, dryers, soap, iron and ironing board are available.
<b>Additional</b>	All rooms have Cable TV and telephones. Remote controls are available at a nominal fee.

RCAB 00511

*The Leo House is a safe, quiet guest house with a Christian atmosphere, centrally located within New York City. It is staffed by the Sisters of St. Agnes and lay persons.*