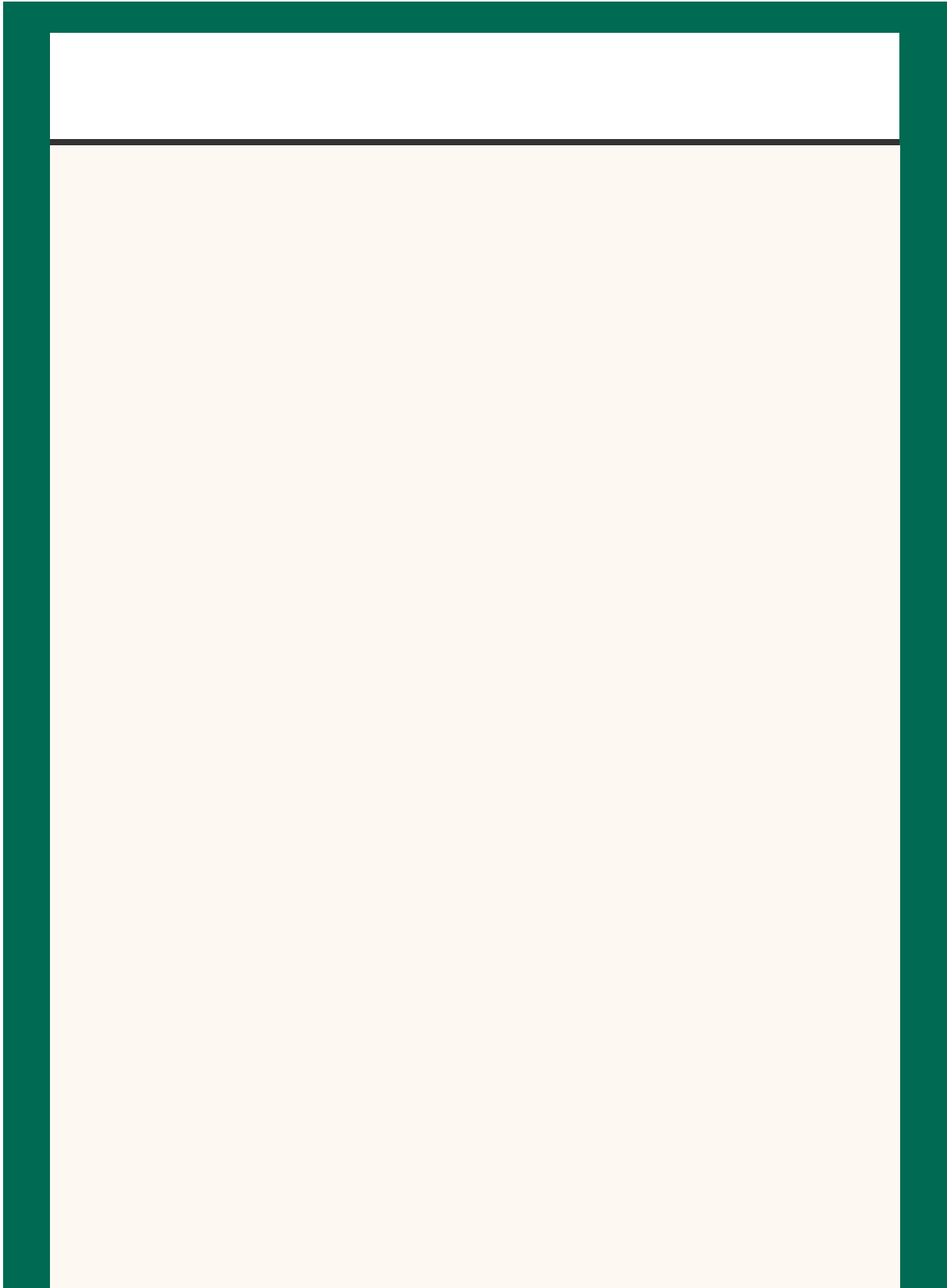


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carefully and notify us immediately if there are any discrepancies or changes.

You will receive an email from The Surrey Inn up to 48 hours prior to your arrival that will contain an access code for the Surrey front door and for your room. This code is used in place of a traditional room key, so please be sure to save a copy of the email to your mobile device and/or print the email to bring with you. The code will be active after 3:00 pm on your arrival date and will expire at 11:00 am on your departure date.

The Surrey Inn is staffed Monday through Friday, during normal business hours (9:00am - 4:00pm) you may contact [surrey@skidmore.edu](mailto:surrey@skidmore.edu) 518-580-8270, or the building housekeeping staff may help you with directions and campus information. After hours, or in event of any emergency, Campus Safety 518-580-5567 can assist you.

You can find a map of the Skidmore campus here:

<http://www.skidmore.edu/directions/docs/SkidmoreMap3D.pdf>

The Surrey Inn is building #37. When you arrive at the Surrey, please park in the lot directly in front of building. Once inside the building, guest rooms 1-9 are located at the top of the stairs, room 10 is on the first floor to your right. Campus Safety is located in the Jonsson Tower, building #17.

Guest amenities include a TV, Guest Wifi, shampoo, conditioner, body lotion, soap, and blow dryer, and a steamer/iron. A single serve coffee maker and supplies are provided in each room. There is a water fountain/bottle filling station on the 1st floor to the left of the main entrance. Enjoy complimentary breakfast to-go items, available in the 2nd floor common room. Wifi, TV, and information about Skidmore and Saratoga Springs may be found in the Guest Information Notebook in each room.

A common room is available on the 2nd floor with a computer and printer, microwave, mini fridge, ice machine, breakfast items, and other guest conveniences.

We hope you enjoy your stay in Saratoga.

Surrey-Williamson Innkeeper

*Policies:*

*Smoking, including electronic cigarettes, is prohibited in the Surrey Williamson Inn, classrooms, rest rooms, hallways, office areas and all other indoor area, and with the boundaries of Skidmore's campus.*

