



## Reservation/Cancellation Policy for Thalhimer Guest Cottage and Bottomley House

The Campus Business Services Department at the University of Richmond reserves the University of Richmond's Bottomley House and Thalhimer Guest Cottage for guests. The procedures and rules contained herein pertain to making and canceling reservations for on-campus overnight accommodations in both facilities.

### 1. Reservation/Cancellation Policy

- 1.1 Reservations for both the Bottomley House and Thalhimer Guest Cottage will be accepted Monday through Friday during regular business hours. Reservations will be made by calling 804-289-8989 or by e-mail at [bhreservations@richmond.edu](mailto:bhreservations@richmond.edu). At the time the reservation is made, either a valid credit card number or departmental index/account number *will be required*. All credit card information will be secured in accordance with PCI compliance regulations.
- 1.2 Check-in time is 3:00 pm. Check-out time is 12:00 p.m. Check-ins for the Thalhimer Guest Cottage take place at the Bottomley House/Jepson Alumni Center.
- 1.3 Both the Bottomley House and Thalhimer Guest Cottage are 100% non-smoking and pet-free facilities.
- 1.4 **CANCELLATION:** In order to avoid a full night's charge to the credit card or the department index/account originally provided for the reservation, cancellations **MUST** be made by 4:00 p.m. the business day (Monday-Friday) prior to arrival.