



RUSSELL SAGE COLLEGE ALUMNAE ASSOCIATION

INFORMATION FOR VISITORS TO ALUMNAE HOUSE

Welcome to the Fredericka Voorhaar Slingerland Alumnae House! The Board of Directors and members of the Russell Sage College Alumnae/i Association are pleased you are staying at our very special House. We hope you will find your visit with us comfortable and enjoyable.

Alumnae House was built in 1854 and bequeathed to Russell Sage College in 1944. The College's Board of Trustees dedicated it to the alumnae of Russell Sage College and entrusted its care to the Alumnae/i Association. Through the hard work and generosity of many alumnae/i, and under the leadership of Fredericka Voorhaar Slingerland '36, the house has been renovated and decorated to combine modern conveniences with historic charm.

The Alumnae/i Association is delighted to make Alumnae House available to guests, on a limited basis. We ask all our guests, alumnae/i and others, to remember that Alumnae House is neither a Hotel nor a Bed & Breakfast. Our guests do not generate revenue for either the College or the Alumnae/i Association. Any fees charged go to upkeep and maintenance of the House.

We ask your understanding of and cooperation with our simple rules.

- **Smoking/vaping is prohibited throughout Alumnae House and on the Russell Sage Campus.**
- **Alumnae/i Visitors:** Russell Sage alumnae/i visiting on college business may stay free of charge. **The fee for all other alumnae/i is \$50.00 per night.** A companion/guest traveling with an alum is charged at the same rate as the alum. Payment should be made by check, made payable to: **Russell Sage College.**
- **Children:** Children may only stay at Alumnae House if accompanied by an alum (parent, adult relative, or other guardian) and at the discretion/approval of the Executive Director of the Alumnae/i Association. Any children who are guests may **not** be left unattended, or with baby sitters in Alumnae House.
- **Other Visitors:** The fee for guests who are not alumnae/i of Russell Sage College, and for guests of college departments, is **\$75.00 per night.** As above, payment is by check made payable to: **Russell Sage College.**
- **Length of Stay:** The stay of any overnight guest(s) should normally not exceed three (3) nights.
- **Offices:** The first floor of Alumnae House are the private offices of the Alumnae/i Association/Office of Alumnae/i Relations. **The offices, office supplies, computers, telephones and all other equipment are the property of Russell Sage College and are NOT available for use by guests.**



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- **Kitchens:** There is a small kitchen in the rear of the first floor. Guests may use this kitchen to prepare a cup of coffee or tea or a light snack. Guests who use the kitchen are asked to clean the kitchen and any utensils they use. **Please note, food or beverages in the kitchen when a guest arrives are the property of the staff or the Alumnae/i Association and are not for House guests unless specifically indicated by staff. The large kitchen in the basement is for use only by staff and members of the Association Board of Directors.**
- **Parlors:** There are two lovely parlors in Alumnae House, on the first and second floor. If they are not in use by the Association or other departments of the College, guests may use these rooms for reading, visiting or other quiet activities. The furnishings and accessories, have been acquired and donated to us, many have special history and meaning to the alumnae of Russell Sage. We ask that our guests treat these rooms with care and respect. **Guests may be charged for damages, beyond normal wear and tear, to any room they use.**
- **Guest Bedrooms:** Guest bedrooms are located on the second and third floors of Alumnae House. There is a shared bathroom on each floor. There is no elevator in the building.
- **Telephones:** Telephones in Alumnae House may not be used by guests.
- **Security & Keys:** You will be given a key to the front door of Alumnae House. Individual rooms do not have keys. Please be sure the door is locked if you leave the House when the office is closed. Your key may be picked up at the Public Safety Office in the John Paine Building across the street. At Public Safety, you may also pick up a temporary parking permit for parking in College lots during your stay. Please bring your driver's license and car registration with you when picking up your parking permit. **At the end of your stay, please leave your key on the desk on the first floor of Alumnae House.**

Thank you for cooperating in the care of our House. We hope you enjoy your stay!