

DACOR BACON HOUSE

Guest Room Policy

Effective Date: June 1, 2026

Applies To: All DACOR members, sponsored guests, approved visitors, and guest room occupants of DACOR Bacon House

1. Purpose

The purpose of this Guest Room Policy is to establish clear standards governing the reservation, payment, occupancy, use, cancellation, and administration of guest room accommodations at DACOR Bacon House (“the House”).

As a historic, member-centered institution, DACOR Bacon House maintains limited guest room inventory intended to support the needs of DACOR members, sponsored guests, and approved visitors. This policy is intended to:

- establish clear guest expectations;
 - preserve the integrity and residential character of the House;
 - ensure fair and consistent reservation practices;
 - protect the safety, comfort, and quiet enjoyment of members and guests; and
 - support efficient House operations and administration.
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2. Eligibility

Guest room accommodations at DACOR Bacon House are intended primarily for:

- active DACOR members in good standing;
- guests sponsored by an active DACOR member; and
- other approved visitors authorized by DACOR management.

DACOR reserves the right to refuse, cancel, modify, or terminate reservations where eligibility requirements, House policies, operational limitations, or safety/security considerations warrant such action.

3. Reservation Methods

Guest room accommodations may be reserved through DACOR’s official online booking portal or, as a courtesy, through direct reservation assistance provided by authorized DACOR staff via email or telephone.

Preferred Reservation Method

DACOR’s official online booking portal is the preferred and primary reservation method for guest room accommodations.

The online booking portal allows eligible members and guests to:

- reserve available rooms directly through the DACOR website; and
- complete payment securely at the time of booking.

Reservations completed through the online booking portal are considered confirmed upon successful completion of the booking transaction and issuance of a reservation confirmation.

Direct Reservation Assistance

As a courtesy, DACOR may also assist members and approved guests with reservations submitted directly through authorized staff by email or telephone, particularly for:

- accessibility accommodations;
- extended stays;
- special circumstances;
- sponsored guest arrangements; or
- other non-standard reservation needs.

Reservations processed directly through DACOR staff remain subject to the same rates, payment terms, cancellation policies, occupancy standards, and House Rules applicable to online reservations.

4. Reservation Confirmation & Payment

All guest room reservations require payment at the time of booking.

Reservations are considered confirmed only after:

1. successful completion of the reservation transaction;
2. successful payment processing through a DACOR-approved payment method; and
3. issuance of a reservation confirmation through DACOR's reservation system or by authorized DACOR staff.

DACOR does not accept unsecured transmission or storage of payment card information through email, text message, spreadsheets, handwritten notes, or other non-approved methods.

Booking Accuracy Responsibility

Guests are responsible for ensuring that all reservation details submitted at the time of booking—including guest names, occupancy, arrival/departure dates, and contact information—are accurate and complete.

DACOR Bacon House shall not be responsible for issues arising from inaccurate or incomplete booking information submitted by the guest.

5. Rates, Taxes & Additional Charges

Guest room rates, taxes, and applicable fees are established by DACOR and are subject to change without notice until a reservation is confirmed.

Additional charges may apply for, including but not limited to:

- approved late check-out;

- excessive cleaning;
- damage or missing items;
- unauthorized occupancy;
- policy violations resulting in operational expense; or
- other incidental charges incurred during the stay.

Where applicable, guests authorize DACOR to process approved additional charges through the payment method associated with the reservation.

6. Cancellation, Modification & Refund Policy

Because guest room inventory at DACOR Bacon House is limited, the following cancellation and refund terms apply unless otherwise stated in writing at the time of booking.

Cancellation Terms

- **30 days or more prior to scheduled arrival:**
Full refund of prepaid room charges, less any non-refundable processing fees, if applicable.
- **15–29 days prior to scheduled arrival:**
DACOR may retain up to 50% of the total reservation amount.
- **14 days or fewer prior to scheduled arrival:**
Reservation payments are non-refundable.
- **Same-day cancellation, no-show, or failure to arrive:**
DACOR may retain the full reservation amount and release any remaining reserved nights.

Reservation Modifications

Changes to reservation dates, occupancy, or room nights are subject to availability and may result in updated pricing, revised cancellation terms, or rebooking requirements.

Management Discretion

DACOR may make exceptions to this policy in extraordinary circumstances at its sole discretion, including but not limited to:

- severe weather or travel disruption;
- medical emergencies;
- House closure;
- building system failures; or
- other exceptional operational circumstances.

Any approved exception must be documented by authorized DACOR management.

7. Check-In & Check-Out

Unless otherwise stated in writing:

- **Check-In:** 3:00 PM

- **Check-Out:** 11:00 AM

Early check-in and late check-out are subject to availability and are not guaranteed. Unauthorized late departures may result in additional charges.

8. Occupancy & Registered Guests

Only the individual(s) listed on the reservation may occupy the guest room.

Guests may not:

- exceed established occupancy limits;
- permit unregistered overnight guests without prior approval;
- transfer reservations to unauthorized individuals; or
- share room access credentials.

The reserving member, where applicable, remains responsible for the conduct and compliance of sponsored guests.

9. Conduct, Decorum & House Expectations

DACOR Bacon House is a private, historic, member-centered property. All guests are expected to conduct themselves in a manner consistent with the standards, decorum, and dignity of the House.

Guests must comply with:

- DACOR House Rules;
- security and access procedures;
- quiet enjoyment standards;
- staff instructions; and
- all applicable DACOR policies.

Disruptive, abusive, unsafe, unlawful, or inappropriate conduct toward staff, members, guests, or House property may result in:

- immediate termination of the stay;
 - removal from the property;
 - loss of future reservation privileges;
 - additional charges for damages or operational disruption; and/or
 - further action under applicable DACOR policies.
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10. Quiet Hours & Respect for the House

To preserve the comfort of members, guests, and residents of the House:

- **Quiet Hours:** 9:00 PM – 8:00 AM

Excessive noise, parties, unauthorized gatherings, or disruptive activity are prohibited. Guest room accommodations may not interfere with DACOR meetings, events, staff operations, or the quiet enjoyment of other occupants.

11. Smoking, Illegal Substances & Prohibited Uses

DACOR Bacon House is a non-smoking property unless otherwise expressly designated in writing.

The following are prohibited:

- smoking or vaping in guest rooms or prohibited areas;
- illegal drugs or unlawfully possessed controlled substances;
- candles, incense, or open flames;
- hazardous materials;
- unauthorized commercial activity;
- unauthorized meetings or events hosted from guest rooms; or
- any unlawful or dangerous activity.

Violation of this policy may result in immediate removal from the property without refund and may result in additional cleaning, damage, or remediation charges.

12. Damage, Missing Items & Incidentals

Guests are financially responsible for damage to guest rooms, furnishings, fixtures, linens, DACOR property, or common areas caused by the guest or their invitees.

DACOR may assess charges for:

- damage or breakage;
- missing items;
- excessive cleaning;
- stains, odors, or remediation;
- misuse of House property; or
- labor/vendor costs associated with repair or restoration.

13. Service Interruptions & House-Initiated Accommodations

DACOR Bacon House is committed to providing a clean, safe, functional, and reasonably comfortable guest room experience.

If a guest's stay is materially impacted by a significant House-related issue—including but not limited to:

- loss of HVAC service;
- plumbing failure;
- lack of hot water;
- significant cleanliness issues;
- safety/security concerns; or
- other conditions materially affecting room usability—

DACOR management may, at its sole discretion, provide an appropriate accommodation, which may include:

- room reassignment;
- partial refund;
- full refund for affected nights;
- future stay credit; or
- another reasonable operational remedy.

14. Security, Access & Entry

Guests are required to comply with all DACOR security, access, and building use procedures at all times.

Guest room occupants may access only those areas of the House permitted under DACOR's standard **Informal Visits to the House** guidelines, as set forth in **Visiting the House – DACOR** and **Appendix A**, unless otherwise expressly authorized by DACOR management.

Guests may not:

- transfer, duplicate, or share room keys or access credentials;
- permit unauthorized individuals to enter the House;
- access restricted, staff-only, or otherwise unauthorized areas;
- disable, obstruct, tamper with, or interfere with locks, alarms, surveillance equipment, or other security systems.

DACOR reserves the right to enter guest rooms, with or without prior notice when reasonably necessary, for purposes including but not limited to:

- emergency response;
- safety or security concerns;
- maintenance, repair, or inspection;
- housekeeping or operational servicing; and
- enforcement of DACOR policies, House Rules, or other applicable procedures.

15. Lost, Left Behind, or Abandoned Property

DACOR is not responsible for personal property that is lost, stolen, or left behind. Items left behind may be retained for a limited period at DACOR's discretion. If retrieval or shipping is arranged, all associated costs shall be borne by the guest.

16. DACOR Operational Rights

DACOR Bacon House reserves the right to deny, modify, cancel, or terminate reservations or occupancy in circumstances including, but not limited to:

- operational necessity;
- force majeure events or emergencies;
- safety or security concerns;
- policy violations;
- misuse of member privileges;
- inaccurate or fraudulent reservation information;

- noncompliance with House Rules; or
 - circumstances materially affecting House operations.
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17. Policy Administration & Exceptions

This policy shall be administered by DACOR management and may be interpreted, revised, supplemented, or enforced as operationally necessary.

Any exception to this policy must be approved by authorized DACOR management and documented appropriately. An exception granted in one instance shall not create a precedent or waive DACOR's right to enforce this policy in future matters.

18. Acknowledgment

By reserving, paying for, or occupying a guest room at DACOR Bacon House, the member and/or guest acknowledges that they have read, understood, and agreed to comply with:

- this Guest Room Policy;
- DACOR House Rules;
- DACOR security and access procedures; and
- all other applicable DACOR policies and operational requirements.

Attachments:

Appendix A – Informal Visits to the House

INFORMAL VISITS TO THE HOUSE

What are informal visits to the DACOR Bacon House?

The informal visit benefit allows DACOR members to use the DACOR Bacon House lounges and library on the ground floor during business hours if no one else has reserved the space for a private event. While not required, it is preferred if a member contacts staff in advance requesting to utilize this benefit (events@dacorbacon.org or [202-682-0500](tel:202-682-0500) x125).

To whom are informal visits to the House available?

Informal Visits to the DACOR Bacon House are available to DACOR members and those with Privileges of the House.

What are the hours for informal visits?

Monday - Friday between 9 am – 5 pm. We are closed on federal holidays, the last two weeks in August, the Friday after Thanksgiving, the week between Christmas and New Year's, and when the DACOR Bacon House is within a police cordon.

How do I enter the House for an informal visit?

You are welcome to come through our main door if it is open. If the main door of DACOR Bacon House is closed, please go to the business door (to the left of the main door), and dial 25 to be buzzed in. Let the person who picks up know that you are a member/have privileges of the House and want to utilize the library/lounges on the ground floor. There is an ADA ramp on F Street which leads to the business door. You must call and be buzzed in before you can use the electronic open-door button. You can use the open-door button on the inside to exit at any time.

What spaces are available for an informal visit?

The Battle Torbert Library, Ladies' Lounge, and Gentlemen's Lounge are on the ground floor of the DACOR Bacon House. These three rooms are shared spaces. Please be conscientious of others. Sometimes one or more of these spaces are reserved and unavailable for informal visits. Restrooms are in the ladies' and gentlemen's lounges. The second floor has gender-neutral, handicapped-accessible bathrooms if necessary (in the hallway next to the elevator door on the 2nd floor). Other areas of the 2nd floor are not included in the informal visit benefit, nor are the 3rd and 4th floors.

Guests may also enjoy access to the garden patio during their visit, subject to coordination and approval by House staff. For safety and security purposes, guests should not enter the garden area without first confirming access with staff, as the patio gates may lock automatically.

What are the amenities during an informal visit?

- **Wi-Fi:** The guest Wi-Fi is aptly named DACOR Guest. A sign with the password should be in the library and lounges. If not, please ask staff. Please note that the password periodically changes.

- **Beverages & food:**
 - Self-serve water is available in the meeting room next to the library. A self-serve pod-espresso maker and cups are available for use in the library (\$2 suggested donation).
 - You are welcome to bring your own (non-alcoholic) drink in a closed container. No alcohol permitted.
 - There is usually a cash bar (either in the ground floor meeting room or patio garden) before Members' Lunches on Tuesdays and Thursdays from 12 – 12:30 pm. If you are in the house for an informal visit, you are welcome to purchase a drink at the cash bar and consume it in the space with the cash bar. Please note a registration is needed to attend Members' Lunch from 12:30 – 1:30. Please call ahead to confirm the cash bar and member lunch is happening on a given day.
 - Snacks are permitted. But please be conscientious of others and our historic house if you consume food in these spaces. Please do not bring anything sticky, messy, etc.
 - Please clean up after any drink/food consumption. There are trash cans in the library and ladies' and gentlemen's lounges for disposable items. Cups used with the espresso maker can be left by the machine. Accidents can happen to the best of us. Please contact staff if you need assistance to clean-up an accident (dial 111 on the phone in the library, or use your personal phone to call [202-682-0500](tel:202-682-0500) x111).

- **Library amenities:**
 - Various periodicals are available in the library. You are welcome to read these, but please do not remove them. Please do not add any additional periodicals.
 - The library has a gas fireplace. If you would like it to be turned on or off, please contact staff to do so (dial 111 on the phone in the library, or use your personal phone to call [202-682-0500](tel:202-682-0500) x111). Do not turn on/off or otherwise touch the fireplace.
 - The books in the library are available for borrowing. Please fill out the book loan form in full when you borrow a book and when you return it. We request that you do not keep a book for longer than a month. This is a community library – please be careful to keep the books in order alphabetically by author's last name. If you wish to donate a book, please do not leave it in the library – please bring it to the office of the Communications and Programs Director on the fourth floor.
 - FYI, the screen in the library is not hooked up as a TV.

Can I invite guests for an informal visit?

Members can invite others to join them during informal visit hours. However, no large groups are permitted (more than four people total) unless it is prearranged with staff. Since these are shared spaces, anyone, whether in a group or not, needs to respect others in the

spaces. It is strongly encouraged that anyone wanting to meet people during an informal visit contact staff in advance (see contact info above) to confirm a space is available. Informal visits are not for social events or formal meetings – please contact staff to arrange such an event.

What else should I know about informal visits?

- **Electronic devices:** You may bring your own laptop, tablet, phone, etc. If you need power, please do not unplug anything to utilize an outlet. If no easily accessible outlet is available, please contact staff (dial 111 on the phone in the library, or use your personal phone to call [202-682-0500](tel:202-682-0500) x111). Please use headphones if you are listening to music/video/etc. or are in a virtual meeting.
- **Closing/removal:** Staff reserve the right to ask members and/or guests, including those with Privileges of the House, to vacate a room or the premises for any reason. If you have a complaint about the conduct or behavior of another individual occupying a space, please bring it to the attention of staff (dial 111 on the phone in the library, or use your personal phone to call [202-682-0500](tel:202-682-0500) x111).