

**Offices of Residence Life/International Programs Booking Guidelines:
Madison House**

1. The primary purpose of Madison House is to support JMU academic programs in London. Consequently, all additional bookings are subordinate to academic program operations.
2. The minimum stay is two nights.
3. **Reservations:** Madison House Resident Manager will make all bookings. E-mail jmulondon@btconnect.com to inquire about reservations. The Executive Director of the Office of International Programs, Madison House Resident Manager, the Director of Residence Life, and JMU Accounting staff will communicate on a regular basis regarding Madison House bookings, payments, rules and regulations.
4. **Payment** will be made in US Dollars, via check or money order to:
Director of Residence Life
The Office of Residence Life
MSC 2401
Harrisonburg, VA 22807
All payments must be made 2 weeks in advance of stay. Cancellations will result in a charge for one night's stay.

Checks should be made out to:
Office of Residence Life
5. While JMU programs are in session, parents, friends, and partners (and any other family members or friends associated with program participants) are encouraged to visit only during academic breaks or long weekends. SIL students are not permitted to miss classes to spend time with family or visitors. This can be a great distraction for students, so please consider this prior to booking family visits.
6. While JMU programs are in session, current students (JMU and otherwise) are not to be booked in Madison House.
7. While JMU programs are in session, JMU alumni, JMU faculty (including emeritus) and non-JMU faculty (and others) may be booked into Madison House, on a "first-come, first-served" basis.
8. The weeks between JMU sessions may be booked at the discretion of Madison House Resident Managers in consultation with the SIL Program Director, Director of Residence Life, and Executive Director of the Office of International Programs.
9. No meals are provided at Madison House. Access to the student kitchen may be limited during Semester in London academic programs.
10. Rates:
 - a. Student Room with shared bath: Current college/university students (with valid ID): \$50 per night for a single room and \$30 per night for a double room.
 - b. Non-students: \$60 for a single room and \$40 for each a double room, shared bath.
 - c. Montpelier Suite with private bath: \$75 per night for the first person and \$25 per night for an additional person. This suite has a king size bed can only accommodate 2 persons.