

Center for Cooperative Aquaculture Research (CCAR)  
Guest House Policy

**Description:** The CCAR guest house has two double-bunk bedrooms, a fully equipped kitchen, a common room with pull-out sofa bed, and an ADA accessible bathroom with shower. The guest house is meant to provide temporary housing for groups and individuals visiting or working at the CCAR or the neighboring USDA National Cold Water Marine Aquaculture Center (NCWMAC). It is available for University of Maine faculty, staff, students, and interns; visiting researchers and students; and industry partners and their employees or interns.



**Temporary Housing Policy:** Temporary housing may be allowed under the following circumstances:

1. Research projects requiring continuity of effort at the CCAR or NCWMAC over the course of two or more days
2. Industry projects requiring continuity of effort over the course of two or more days, where the normal domicile of the participants exceeds 45 miles (one way trip) from the facility
3. Students and interns working on a regular basis (two or more consecutive days per week) at the CCAR on a research or industry project, and whose normal domicile exceeds 45 miles from the facility
4. New employees of the University of Maine or of CCAR industry partners in need of temporary housing.
5. Visiting researchers, academics, instructors, students, or industry clients working at or visiting the CCAR or NCWMAC for two or more days.
6. CCAR staff may need to stay for one or more nights in response to emergencies, or for research or hatchery production.

**Occupancy limit:** Maximum occupancy is five people. Sleeping arrangements are two people per bedroom and one person on the pull-out sofa bed in the common room. The sofa bed is used only if five occupants are in-house. It shouldn't be used if a bunk room is available

**Duration of stay:**

- Group: 14 days
- Individual: 90 days
- New employees: Newly hired CCAR staff can occupy during their 6-month probationary or trial hiring period

**Guidelines**

1. No pets allowed.
2. No smoking.
3. Bedding and towels are provided. Guests are expected to make up their own beds, and to launder their own towels and bedding during their stay.
4. Laundry facilities are located in the Mariculture Labs building.
5. At conclusion of stay, please strip bedding and place into hamper along with any used towels, to be laundered by CCAR.
6. Guests must have permission to access and use CCAR or NCWMAC research buildings, labs and tank rooms.
7. Guests are responsible for keeping the bunkhouse clean and orderly.
8. Guests have full use of the kitchen and are responsible for keeping it clean. Meals are not provided.
9. Bathroom/toilet plumbing relies on a pump-up system for discharge to a below ground septic tank. Do not flush anything other than human waste and toilet paper down the toilet. If the toilet clogs on the initial flush, do not flush again and immediately inform CCAR staff. If the septic alarm goes off, immediately inform CCAR staff and do not use any water until the problem has been fixed. Septic alarm is in utility closet.
10. Bunkhouse must be kept locked when unoccupied. One key will be provided per group or individual. Key must be returned after completion of stay.
11. Internet and phone is currently not available in bunkhouse, but may be accessed in CCAR office.

**Fee Schedule, CCAR Bunkhouse**

**Short-term stays of three weeks or less**

**University of Maine faculty/professional**

CCAR staff: no fee

Faculty/professional, double occupancy: \$20/person/night

Faculty/professional, single occupancy: \$25/person/night

**University of Maine students and all interns**

Double occupancy: \$15/person/night

Single occupancy, space permitting: \$20/person/night

**All others**

Double occupancy: \$30/person/night

Single occupancy, space permitting: \$40/person/night

**Pull-out sofa**

Flat rate of \$15/night. The sofa bed should only be used if a bunk bed is unavailable.

**Long-term stays****University of Maine faculty/professional**

New CCAR employees during 6 month probationary period: No fee

Faculty/professional, double occupancy: \$300/person/month

Faculty/professional, single occupancy: \$400/person/month

**University of Maine students and all interns**

Double occupancy: \$200/person/month

Single occupancy, space permitting: \$300/person/month

**All others**

Double occupancy: \$400/person/month

Single occupancy, space permitting: \$500/person/month

**Key deposit**

\$5 refundable deposit per key. Deposit will be kept if key is lost by guest.