

**Please Read:  
Occupancy is  
conditional on policy  
adherence.**

## **The Northport Inn & Lodge Property Policies**

192 Northport Avenue, Belfast, ME 04915

207-218-1129 for Reservations & Inquiries

email [info@thenorthportinn.com](mailto:info@thenorthportinn.com), website: [www.thenorthportinn.com](http://www.thenorthportinn.com)

The Northport Inn & Lodge offers short-term and extended stays with a focus on working professionals.

- Rooms for short-term stay are defined as occupancy from 1 to 27 days, plus Maine state sales tax (9%).
- Rooms for extended stay are defined as occupancy of 28 days or more and are tax-exempt.
  - Guests who stay in extended stay rooms are at most a tenant at will under Maine Law.
  - One month's occupancy rate, plus a security deposit in the same amount are due upon check-in.
  - Subsequent payments are due precisely on the 1<sup>st</sup> of each new period (e.g., monthly).
  - Late payment penalties: consistent with the state of Maine Title 14, Part 7, Chapter 710: Penalties for late payment: The Northport Inn & Lodge has the right to assess a penalty against a Guest for late payment. The payment is considered late if not made within 15 days from the time the payment is due. The maximum penalty is up to 4% of the amount due for one month (e.g., if amount due is \$1,050 per month, then the late penalty assessed is \$42 per 30-day period). This policy document serves as written notice at the time of occupancy of this late fee policy, that the penalty, up to 4% of one month's payment, may be charged for late payments.
  - Guests who make two late payments will be required to pay future payments via Credit Card on file.
  - Guests who make frequent late payments will not be permitted to stay at The Northport.
- We reserve the right to conduct a background check, including employment verification & criminal record.
- Preferred method of payment is Credit Card, unless rare exceptions are granted. Security deposits will not be used in lieu of payment by Guest.
- This property does not participate in third-party federal, state, or private rental subsidy programs such as General Assistance, Penquis, etc.
- All payments, including security deposits for seasonal workers, including J1-Visa holders, are the sole responsibility of the sponsor (establishment owner or general manager), payable via monthly credit card/payment source throughout the duration of the stay. Furthermore, sponsor is responsible for any damages and resulting financial implications.
- Paid reservations that are cancelled *prior* to check-in will result in a 50% cancellation fee, consideration for resulting vacancy rates and leasing fees.
- Paid guest stays that are cut short due to a guest's change of plans will not be refunded, consideration for resulting vacancy rates and leasing fees.
- Room maximum occupancy:
  - King Bed or Full Bed Lodge Rooms: up to 2 adults, no children
  - Two Full Bed Lodge Rooms: up to 2 adults + 1 child

Our Lodge rooms are fully furnished with three bed types: king bed, full bed, two full beds. All rooms have:

- Refrigerator, microwave, coffee pot, hot water pot and coffee & tea supplies.
- Private bathroom with towels, hair dryer, soap and shampoo.
- All utilities are included. We don't have TVs, however, there is high-speed internet to stream to device(s).
- Access to Shared Kitchen: we have a fully-equipped shared kitchen for our short-term and extended stay guests to use to prepare meals as desired.

- Ceiling fans are in some of the rooms, and baseboard heat is in all of our rooms. We do not have A/C which is rarely needed due to coastal breezes and moderate temperatures. If a guest wishes to install their own air conditioner, it must be pre-approved by Property Management. A/C units must not exceed 5,000 BTUs, and a \$100 Utility Fee per month will be added to Guest rent throughout the term of the A/C usage. Evidence of A/C units without prior approval will result in a \$200 fee. In addition, all A/C units must be turned off when Guests leave their room. Evidence of A/C units on while Guests are not there will result in a \$200 fee.

### **Local Amenities**

The Northport Inn & Lodge is conveniently located ½-mile into Belfast heading north on Atlantic Hwy. (US Rt. 1), very close to downtown Belfast, restaurants, food shopping, gas stations, pharmacies and Belfast Coin Laundry.

### **Details & Policies**

1. Room Reservations: call our Front Desk at 207-218-1129 between the hours of 8:00am-7:00pm, seven days a week.
2. Check-in is 4pm or later on day of arrival. Check-out is no later than 11am. A key drop is to the right of the front door.
3. Extended stay guests are asked to provide a two-week notice for a changed check-out date that is earlier than their contracted check-out date. If extended stay guests have pre-paid beyond their changed check-out date, a credit will be applied to their account if a two weeks' notice is given, else the account will not be credited for the difference between the pre-paid date and the early check out date.
4. Room Refresh:
  - a. Short-term stay guests (27 days or less): Fresh linens & towels, along room and bathroom supplies are provided in all rooms at check-in. Short-term stay guests may request fresh linens and towels, and room refresh up to two times upon request during their stay.
  - b. Extended stay guests (28 days or more): Fresh linens & towels, along room and bathroom supplies are provided in all rooms at check-in. Subsequently, extended stay guests are then responsible for all laundry, including linens and towels, soaps, toilet paper, etc., and keeping their rooms clean, orderly and free of old food, garbage, and general clutter. This is among the several ways we are able to keep our prices so low.
  - c. Guests may "check-out" a vacuum cleaner and/or basic room cleaning supplies at no charge. Guests are expected to return these items ASAP after usage on the same day. Also, guests may also request a room refresh for \$45. This includes room vacuuming, room and bathroom refresh and fresh linens and towels. Note: Guests are encouraged to purchase single ply toilet paper to avoid clogging. There will be a \$50 toilet unclogging fee if toilet(s) get backed up.
5. Repairs, Maintenance and Room Condition:
  - a. Please note that this property reserves the right to visually inspect all guest rooms to ensure the well-being of our guests, to confirm the condition of the rooms, and to perform necessary maintenance and repairs. We will knock three times, and/or try to communicate in advance with guests concerning any scheduled repairs to avoid any inconvenience.
6. Vehicles:
  - a. Guests will be asked for vehicle model and license as part of the check-in procedure. Guests are permitted one vehicle per adult guest.
  - b. There are no assigned parking spaces; we have plenty of room for residents and guests. Please leave ample distance between vehicles.

7. Safety: we strive for a quiet, comfortable and safe environment. If you see strangers entering the property or any suspicious activity, please report it immediately to Property Management: 808-214-0817.
8. Use of the common kitchen is encouraged. It provides convenience and offers the ability to save money on dine-out and take-out, as well as to ensure specific dietary needs.
  - a. Access to the kitchen is on the first floor.
  - b. The kitchen may be used every day from 7:00 a.m. to 9:00 p.m. If your work schedule requires you to access the kitchen outside of these hours, please be respectful of other guests and keep noise to a minimum.
  - c. We kindly insist that you:
    - i. Please do not leave the kitchen if you have food warming or cooking. This is a fire hazard.
    - ii. Please leave the kitchen spotless, garbage thrown out and dishes washed carefully and put away.
    - iii. The refrigerators in each room are meant to store all frozen and refrigerated food, and drink items; however, a larger refrigerator is provided in the kitchen for further food & drink storage.
9. Snow plowing and shoveling is handled by the property.
10. Check our website messaging board frequently for all property updates (e.g., repairs, storm power outages, seasonal and policy updates, etc.).
11. Security Cameras: for everyone's safety and security there are numerous live-feed and motion-detection cameras on the premises, including in the shared kitchen for safety and insurance reasons.
12. Extended stay guests are encouraged to establish a virtual mailbox or physical PO Box through the Belfast US Postal Office, located at 1 Franklin Street. We discourage and are not responsible for mail or packages delivered to The Northport property.
13. Policy Violation Penalties: Please read carefully as a \$250 fee will applied to your credit card or security deposit for EACH infraction, followed by possible eviction:
  - a. No Smoking or Illegal Drug Use: There is no smoking of any kind allowed in the lodge rooms or outside of lodge rooms. Smoking is only allowed at the picnic table in back of the lodge on the small grassy area. This applies to cigarettes, cigars, pipes, vaping and marijuana for recreational or medicinal purposes regardless of prescription for use or not. We ask that you dispose of All cigarette butts in the disposal container provided. Do not throw cigarettes on the ground. Also, any evidence of illegal drug use will result in immediate eviction and/or a call to Belfast Police.
  - b. No burning of incense in the rooms.
  - c. Pets:
    - i. We have a strict no pets of any kind policy, including emotional support animals as we are a small designated hotel with single rooms, and we house several nurses and other guests who have expressed concern about hygiene, allergies, noise and safety.
    - ii. If potential guests wish to apply for a service animal accommodation as part of their housing application, two conditions must exist:
      1. Written proof on 3<sup>rd</sup> party letter head of a specific guest disability, and
      2. Written proof on 3<sup>rd</sup> party letter head, including certification, that your dog is trained to aid the guest with their specific disability.

This policy is commonly in place because many people try to position their pets in a way that grants them housing, but is not actually true. For several reasons, we prefer no pets, as do our guests.
  - d. No Hotplates: food warmer or cooking appliances of any kind are strictly prohibited in the lodge rooms. Guests are invited to use the shared kitchen or a barbecue grill on the back brick patio as desired.

- e. No Subletting: Under no circumstances are guests allowed to take on roommates, or to sublet your room to others.
  - f. Rooms in disarray or disrepair, including rooms that are not cleaned regularly by guests, accumulated garbage, including fire hazard materials, and any loss/damage to the room or property will be assessed, documented, and charged to the guest.
14. Liability: safety is of prime concern. Guests are responsible for their actions and those in their party. If we receive complaints, we will address with you directly.

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Room #: \_\_\_\_\_

\_\_\_\_\_  
Guest #1 Name

\_\_\_\_\_  
Guest #2 Name

\_\_\_\_\_  
Guest #1 Signature

\_\_\_\_\_  
Guest #2 Signature

Vehicle Brand and Model: \_\_\_\_\_

Vehicle Brand and Model: \_\_\_\_\_

Vehicle License State & Plate: \_\_\_\_\_

Vehicle License State & Plate: \_\_\_\_\_