



Housing Policy & Agreement

The Aspen Center for Physics has a long history of warmly welcoming physicists and their families to Aspen, but as the “Housing in Aspen and Snowmass Village” letter explains, reasonably priced housing is becoming increasingly difficult to find for you. This letter is a binding agreement that clarifies policies and answers questions. By paying your registration fee and housing deposit, you agree to all of the terms and conditions stated here. **Please save this agreement for your records.**

SCHEDULE & ATTENDANCE

Our cognizant grant agency, NSF, supports your housing with a weekly stipend. All rentals are from Sunday to Sunday. It is expected that you will be in attendance at the Center from Monday to Friday each week. If you arrive late or depart early or depart and return, the NSF support cannot be provided to you for the days that you are absent, and support will be withdrawn on a prorated basis on your final statement. Should it be necessary for you to reduce the length of your stay within 30 days of your arrival, you will be responsible for paying the full (non-subsidized) cost of the entire reduction.

ONE-WEEK STAYS

All one-week stays have been approved by the Admissions Committee. If you have been admitted to the program for more than one week, you cannot reduce your stay to one week without the prior approval of the Admissions Committee. If your request for one week is not approved, you will be ineligible to attend the program, and if this occurs after the cancellation deadline you will neither receive a refund for your registration fee nor your housing deposit.

COST

We ask you to provide a first and second choice for your housing, but you must assume responsibility for paying the published rate for the housing type to which you are assigned, even if it is the more expensive of your two choices.

FAMILY MEMBERS

Housing assignments are based on family needs. Please list everyone who will be staying with you, so that we can assure there will be enough beds for everyone. Please include your children's age(s). You may ask to have extended family stay with you, but our housing is based on immediate family needs. We can only assign you to a larger unit if we have availability, and we cannot guarantee that special requests will be fulfilled. We will let you know in advance if extended family cannot be accommodated. Conversely, if you do not tell the Center in advance who will be staying with you and your assigned condo is insufficient to house them, we will be unable to make changes after your arrival.

SPECIAL HOUSING NEEDS

If you have special housing needs related to sexual orientation, gender identity or expression, religion, disability, or other considerations, please indicate this on your registration form. If you or any of your family members are especially sensitive to altitude sickness, please tell us. Also, please let us know if you are bringing or will rent a car.

SHARED HOUSING

“Shared housing” is only available to physicists attending our summer program without companions, and overnight guests are prohibited. If you choose shared housing, you will have a private room in a shared dwelling. You may or may not have a private bathroom. There are two options in shared housing, “same gender” or “mixed gender.” You cannot choose both options. If you choose “same-gender shared housing,” we will not assign you to housing with physicists of a different gender. If you choose “mixed-gender shared housing,” this allows us to assign you to shared housing with the same gender or different genders.

If you are bringing a companion, “shared housing” is not an option. However, if you wish to share housing with a pre-arranged group of physicists, all parties must enter this request in the comments section of the registration form. Enter your first and second choice of housing (2 or 3-bedroom), and we will do our best to accommodate your group when possible. Your costs will be divided equally.

PETS

Animals are not permitted in housing provided by ACP. You must find your own housing if you are bringing an animal with you.

FINDING YOUR OWN HOUSING

If you opt to find your own housing, we are able to pay the amount of the NSF weekly housing support directly to the homeowner but not to a third party (e.g., Expedia, Priceline). You must provide the ACP staff with a detailed receipt and billing information and have it approved by the Administrative Vice President or Finance Manager prior to your arrival. If you do not make these arrangements in advance of your arrival, ACP will not be able to provide housing support. On your summer registration, please indicate “none” for both your first and second housing choices, so that we will not reserve ACP housing for you.

SMOKING

Smoking is not permitted in ACP housing or on our campus. In drought conditions, local officials may impose fire restrictions of increasing severity, including prohibition of all outdoor smoking in Pitkin County. If you are a smoker, please respect these guidelines and check www.pitkinemergency.com to be sure that you are complying with local restrictions.

HOUSING PACKETS / ARRIVAL

Housing packets with detailed instructions will be available after 5 pm on the Sunday of your arrival. You will find a green folder with your housing assignment, keys or keycodes, and directions at the front desk in Smart Hall, the building directly West of the corner of 6th and Gillespie Streets. ACP Staff will not be on site on Sunday. The Smart Hall front door will remain unlocked all night for late arrivals. All apartments will be prepared for your arrival with bedding, towels, and initial paper products.

We will not provide housing details in advance of your arrival. Please do not contact the staff inquiring about your housing location or accommodations. Requests listed on your registration will be considered in the housing assignments. Except in extenuating circumstances, all housing assignments are final, and changes cannot be made.

We rely more than ever on the generosity of those local property owners who continue to provide housing to us at sub-market rates. We need you to protect our reputation of being responsible tenants, so that these owners will continue to rent to us. Please treat your housing as if it were your own home and inform the ACP staff of any issues immediately, so that we may address them promptly and appropriately. You will assume liability for any damage to property or inventory during your stay.

BILLING / PAYMENT

You will receive a billing statement on the Tuesday before your departure. Any balance due needs to be paid at the ACP front desk by Thursday at noon.