

## **GUEST INFORMATION**

**ACCESS TO ORNL:** Your ORNL host or sponsor must request access for you to enter ORNL. Your host or sponsor must have the required information completed in the ORNL PAS System with request access to specific Laboratory areas based upon your needed access requirement for as long as your stay requires. Your PAS access request should begin on the date that you plan to come to ORNL, including your reservations in the Guest House.

**If you're not sure how to arrange your visit, contact ORNL Visitor Services ([x10visit@ornl.gov](mailto:x10visit@ornl.gov), 865.574.7199)**

**TO MAKE RESERVATION:**

Contact the Guest House at **865-576-8101** or go on line to:  
<https://res.windsurfercrs.com/bbe/page1.aspx?pcode=I0ORNL>

**NOTE:** Week-end arrivals may leave the site, but must have a valid photo ID to return. You may pick-up your badge from Visitor Services during normal working hours Monday- Friday 7:00am to 5:00pm.

**ON SITE TAXI:** Taxi service inside the ORNL facilities is available from 7:00 am to 4:00 pm Monday - Friday by calling, 865-680-2303 or 865-680-9800. The ORNL taxi service is not available on week-end & holidays.

**COMMERCIAL TAXI:** Taxi service is available between the Guest House and destinations outside the ORNL Campus.

**NOTE:** The Off Site Taxi Service pick up and drop off goes only to Guest House and Visitor Center and CANNOT to be used for movement between buildings on ORNL site.

**FOOD SERVICE:** Continuous Food Service is not available at the Guest House. Food is available in the Cafeterias at the SNS and the Main Campus from 6:30 am to 1:30 pm on normal working days. The Cafeterias are closed on week-ends and holidays.

**OUTSIDE FOOD SERVICE:** Food may be ordered from restaurants in Oak Ridge for delivery to the Guest House. A list of available restaurants is in the ORNL Guest House Room Directory.  
Breakfast will be served on Holidays and week-ends 7:00am - 10:00am in the lobby of Guest House.

**MINI STORE:** located near the reception desk with frozen food entrées and a variety of snacks for sale.

**TEMPORARY PARKING ISSUE:** A new parking lot is under construction at the Guest House. *We apologize for the inconvenience.*  
We have reserved spaces at the SNS facility for your vehicles. The front desk personnel can direct you to these spaces.