

## **Policy Governing Guidelines for Rooming Assignment: Adopted February 2000.**

**Preface of the Policy:** The CSC is a complex club that runs a variety of trips utilizing lodging facilities that include houseboats, condos, hotel rooms and tents. There can also be a variety of number-per-room packages offered. Sign ups and cancellations for trips can take place over periods of several weeks. The number of spots open on trips can expand and contract due to the availability of rooms and cancellation deadlines imposed by contracts from lodging vendors and tour operators. Given these factors it is at the trip leaders discretion to balance room assignments based on the availability of rooms and the number of and combinations of sign ups. The rooming preferences of the participants are given strong consideration but are not an absolute guideline. Room lists can fluctuate in order to create the best scenario for room utilization. While attempts are made to avoid mixed gender roommate assignments, it is not uncommon to have mixed gender room situations in condos and in rooms of more than two per room. Always, common sense and courtesy prevail.

Normal procedure for establishing rooming:

A) For trips longer than 4 days & Condo rooming (4 or more people):

A pre-party will be held about 4 weeks before the trip departure. At this pre-party participants will arrange themselves into Condos. Selected condo-mates will be honored provided it doesn't result in situations in other condos that are untenable. Ultimately the final decision on rooming assignments will be made by the trip leaders, with potential CSC Board concurrence when needed.

Late cancellations (after rooming assignments have been established at the pre-party) may necessitate changes in multiple condos. The trip leaders will attempt to minimize the disruption in the established condo assignments and obtain a mutually agreeable resolution. When this isn't possible the final decision on rooming again resides with the trip leaders.

B) For trips less than 4 days or in 2 person hotel rooms:

The trip leaders will make all rooming assignments. The requests of the participants will be given serious consideration, but will not be assured. The order of sign-up will not be an important factor in establishing the final rooming assignments. Rooming assignments can (and often) change prior to the trip leaving (mostly due to cancellations). Release of the rooming arrangements prior to the trip's departure is at the discretion of the trip leaders.

### **Guidelines for Rooming Assignments:**

1. Married couples are never split (unless they agree to be). Dating couples requesting rooming together will be provided that opportunity, if at all possible.
2. Strong consideration is given to others that request a particular roommate, but no guarantees.
3. Avoiding unrequested mixed gender situations where the rooming is 2 person hotel rooms is given first priority, but cannot be guaranteed. When it can't be avoided every effort will be made to gain agreement from both parties.
4. Consideration of the personalities of the participants is important when matching people in rooms and condos.
5. Beyond using the aforementioned guidelines, trip leaders are empowered to use their best judgment to create scenarios that balance the wishes of the participants between the limitations and opportunities of room availability and the finances of the trip.
6. Attempts will be made to put smokers in rooms with other smokers. This will often not be possible. When rooming together the CSC requires that all parties establish mutually agreeable procedures for dealing with the situation. Tolerance and flexibility in accommodating the needs of your roommates should be your guideline.

