

LEXINGTON SKI & SPORTS CLUB/OVSC
ROOM AND CONDO ASSIGNMENT POLICIES

ROOM ASSIGNMENTS:

1. The trip leader will assign a number to each participant in the order his/her application and initial payment is received. This number establishes the ranking for priority in bedding assignments.
2. A participant will retain that ranking so long as trip payments are made in accordance with or in advance of the trip payment schedule, established by the Executive Vice President. Otherwise, the participant will be moved to the end of the ranking, in the order he/she breached the payment schedule.
3. The trip leader will assign bedding based on the ranking of the participant.
 - a. The trip leader will attempt to accommodate participant's requests for roommates and condomates.
 - b. When there is a conflict in roommate and/or condomate assignments, the participant with the higher ranking shall be accommodated first.
 - c. Single individuals will be assigned bedrooms with twin beds, in the order of his/her ranking. If the bedding for the trip does not accommodate a single participant having an individual bed, the lower ranking single participants will be assigned to sleep two to a queen/ king bed or the lowest ranking participant will be assigned to the couch/sofabed, if any.
4. **Trip cost adjustment for unfilled rooming**
 - a. **If there is a single, unpaid pillow available on a trip and no participant volunteers to pay a single uplift to have a single room, the cost of the pillow will be prorated among all the participants in order to ensure the viability and success of the trip. Unless he or she elects otherwise, the trip leader will have the room with this extra pillow.**
 - b. **If there is more than one unpaid pillow, the Board has the right to cancel the unit with the unpaid pillow even though this may result in the lowest ranking participant(s) being cancelled from the trip. Those participants who are cancelled from a trip under this provision will be refunded his or her payment to the extent available. The club will not bear the cost of such cancellation, consistent with the policy that all trips are self-sustaining.**
 - c. **Before participants are cancelled from a trip, the trip leader shall use his or her best efforts to secure alternative accommodations for the participant(s), including, but not limited to, sharing with participants in another OVSC club or staying in a hotel. The participants under this provision will bear the additional cost, if any, of the alternative accommodations.**
5. The trip leader will advise the Executive Vice President of unfilled slots and incompletely filled condos or hotel rooms, as reserved for the particular trip, in advance of the date to reduce the reservation and not incur an additional cost to the club.