

## **Procon Hotel Policy**

Hotel rooms for out-of-town races are a benefit provided by the support of our sponsors, revenue generated by the promotion of races, and our members' dues. The rooms purchased by the team are not a right, but rather a valuable privilege and need to be treated as such. Since such a large portion of the team's budget is spent on hotel rooms, the following policies will help the team to maximize the value for this benefit and eliminate any confusion as to how this benefit works.

1. Members must have a minimum of 10 points to qualify for hotel privileges. This quantity increases to 20 points on May 1<sup>st</sup>. Exceptions can be made so feel free to contact the Hotel Coordinator.
2. All hotel reservations, payment, and other hotel details are handled by the Hotel Coordinator or his delegate. No other member is authorized to undertake any race hotel business unless specifically authorized by the Hotel Coordinator.
3. The onus to reserve a room with the hotel coordinator is placed on the racer not the coordinator. A reminder to get your name on the list will go out, but only once.
4. Two or more weeks prior to the event, (three weeks for TBC), racers must email the Hotel Coordinator, (currently Josh Christensen, jpchristensen@cox.net), and request a room. Failure to do so by the deadline results in no team room.
5. Procon will pay for a room the night before a single day event if there are 3 racers in it. For stage races the limit will be 2 racers. Spouses, dates and strangers are always welcome but they do not figure into the calculus of people in a room, therefore if you are bringing a guest then the other bed is either occupied by a Procon rider or you are paying half.
6. Procon will pay for half of the room if there is a Procon member in the room. Paying parties will be responsible for payment at the time of stay. No other rooms will be reserved for said party until payment is made.
7. Hotels will be paid for at races where 3 or more Procon riders are going as long as they are in one room. If two rooms are needed then 4 racers need to be going. This excludes the track races in San Diego where there will still be only 2 racers required for a room.
8. Races with late start times that are deemed close enough to drive to in reasonable time without great inconvenience caused to the racer will not get a hotel room. An example of this is a 10:00 start time in Tucson. This is easily attainable without getting up early.
9. Payment will only be made for rooms that have prior authorization. No rooms will be paid for after the fact without the acknowledgement of the Hotel Coordinator.

10. If a member cancels a room after the two week reservation deadline, then they are responsible for their half if they are sharing it. Total and outright cancellations that result in no loss of money on the part of the team are acceptable, but only if the cancellation complies with the policy of the hotel and is done by and confirmed by the Hotel Coordinator.
11. Room assignments are made to ease the cost to the team and make the expenditures efficient. We have had too many cases of either surplus rooms, or six people to a two-bed room. All room assignments must be honored and any grievances should be brought to the attention of the Hotel Coordinator cordially. If a reservation number is given then that is the only number that should be used to check in to the hotel. If you are assigned to another room than that which was reserved for you and the result is a bill to the team then you will be held responsible. The simple thing is to stick to your assigned room.
12. Any outstanding debt to the team will result in loss of hotel privileges.
13. Any member failing to show up for a room reserved resulting in a charge to the team will be held liable for the bill and lose the privilege of rooms.
14. Failure to meet the minimum requirements of the team will result in the loss of hotel privileges.
15. Hotels will not be paid for at out of town races that Procon promotes unless you are volunteering.