



Housing Policy for the 2022 U.S. Synchronized Skating Championships March 2 – 5, 2022 | Colorado Springs, CO

In order to receive a hotel assignment and the housing portal link each team must agree to the following Housing Policy in place for the Event via the Hotel Room Request & Guarantee Form.

U.S. Figure Skating has contracted with designated hotels for the 2022 U.S. Synchronized Skating Championships (“the Event”). Teams are required to request rooms at these hotels through the designated request and place process. The process and policies for booking is outlined below and must be agreed in order to receive a hotel assignment and the housing portal link. Teams booking outside this process and room block will be subject to additional penalties. If you have any questions, email housing@usfigureskating.org.

Housing Policy

- This housing policy must be signed by an authorized representative from the team.
- **Team Room Block Requirement:** Teams are required to book housing through U.S. Figure Skating via this form. Any team that is found to have booked rooms outside of the Event room block will be assessed a penalty of \$600 per team and must be paid upon checking in to the competition.
- **Guarantee/Attrition:** Please note that teams will be responsible to pay for 90% of their requested room nights regardless of use. By submitting this form, your team is guaranteeing that it will use and pay for at least 90% of the total room nights requested through this Form and gives USFS explicit authorization to charge the credit card listed on this Form if your team fails to pay the Hotel directly for 90% of the total room nights requested.
- **Housing Portal Link/Payment:** All teams must provide payment information for each room (in addition to providing the credit card as a guarantee on this form) and complete the booking process for all rooms in your team block within 48 hours of receiving placement information and the housing portal link. Failure to submit payment by this date will result in unpaid for rooms automatically being released back to the general housing block. Regardless of any such releases, your team is still responsible for paying for 90% of the room nights requested on this Form.
- **Holding of Rooms:** Rooms are held from the moment a team is provided their block assignment. Teams will not receive a final confirmation directly from the hotel for their

booking until payment has been completed. Rooms will only be released if 1) the team requests that rooms be released from their block by emailing housing@usfigureskating.org or 2) the team fails to provide a form of payment by the deadline. Regardless of any such releases, your team is still responsible for paying for 90% of the room nights requested on this Form

- **Additional Hotel Requirements:** After bookings are finalized, your team may be subject to additional forms (such as Code of Conduct and hotel payment forms) and policies directly from the hotel. Your team is responsible for completing these items fully and in a timely manner.
- **Communication:** All communications regarding room blocks must be made by the primary contact for the team block to housing@usfigureskating.org and include the Team Name – Level the inquiry is for.

Booking Process Summary

- Beginning Tuesday, February 1 at 12:00pm ET, the event housing request form will be posted to the Event webpage.
- For consistency, teams must be listed/referred to as <Team Name> - <Level> (ex. Starlights – Junior) in all locations such as the block request or any email inquiries.
- One authorized and accredited person (Team Manager or Coach) should be established as the primary contact for the team block. The same primary contact may be used on multiple team blocks.
- Team room blocks are for skaters, chaperones, and team personnel only.
- Each team (i.e. Skyliners – Juvenile, NOT by organization) will submit their own housing request form.
- Teams are responsible for 90% of all room nights initially requested on this Form and will be required to pay for those room nights even if the team's request changes after completing this Form.
- After receiving your housing assignment, you will be required to complete booking by providing detailed room information and payment within 48 hours of assignment. Payment may be made in two ways:
 - By each skater/family for each room.
 - By one team representative under the following conditions:
 1. Each room type (i.e. queen room vs. king room) must be paid for separately.
 2. A maximum of 8 rooms may be submitted separately.
 3. This means if my request was for 3 king rooms and 10 queen rooms, a separate processing must be completed for: 1) the 3 king rooms; 2) for 8 queen rooms; and 3) for the remaining 2 queen rooms.
- Additional details for submitting final information and payment will be provided with your housing assignment.