



Housing Policy for the 2023 U.S. Synchronized Skating Championships March 1-4, 2023 | Peoria, Illinois

12/21/22 Updates in RED

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 (the “Form”).

U.S. Figure Skating has contracted with designated hotels for the 2023 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 regarding this form, email housing@usfigureskating.org.

Housing Policy

- This housing policy must be signed by an authorized representative from the team.
- **Team Room Block Requirement:** Teams **advancing to the Championships** are required to book housing through U.S. Figure Skating via the Form. Any team that is found to have booked rooms outside the Form (even if booked at an official hotel) will be assessed a penalty of \$600 per team and must be paid upon checking in to the competition.
- **Request Form and Advancement:** All teams eligible to advance to the Championships are asked to complete a Form. Teams will only be placed into a hotel if they advance to the Championships. Teams that do not advance to the Championships will not be provided with hotel accommodations nor will they be held liable to any policy outlined herein.
- **Guarantee/Attrition:** Please note that teams **that advance to the Championships** will be responsible to pay for 90% of their requested room nights regardless of use. By submitting the Form **and achieving advancement to the Championships**, your team is guaranteeing that it will use and pay for at least 90% of the total room nights requested through the Form and gives USFS explicit authorization to charge the credit card listed

on the Form if your team fails to pay the Hotel directly for the greater of 90% of the total room nights requested or the actual room nights used.

- **Housing Portal Link/Payment:** **Advancing** teams must provide payment information for each room (in addition to providing the credit card as a guarantee on the 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 complete the booking process and submit payment by this date will result in unpaid 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 an **advanced** team is provided their block assignment. Teams will not receive a final confirmation directly from the hotel for their booking until you complete your bookings through the housing portal link and the housing service submits the rooming lists to the hotels. Rooms will only be released if 1) the team requests that rooms be released from their block by emailing the housing service or 2) the team fails to complete the bookings through the housing portal link and/or 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 the 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, prior to receiving your hotel placement and the housing portal link 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. All communications after receiving your hotel placement and housing portal link regarding room blocks must be made by the primary contact for the team block to housing@peoria.org and include the Team Name - Level the inquiry is for.
- **Function Space:** U.S. Figure Skating *will not* be organizing any function space on behalf of teams. Function space is not guaranteed to be available at the hotels. Once you are assigned to a hotel, please email housing@usfigureskating.org to receive contact information for your hotel to see if function space is available for your use.
- **Requests:** Special requests (including requests for teams [even teams within the same organization] being placed at the same hotel) are NOT guaranteed.

Booking Process Summary

- Beginning Wednesday, December 21, 2022 at 12:00pm ET, the event housing request Form will open.
- 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.
- After Jan. 30, 2023 (Advancement Day) teams will receive their housing placement on a rolling basis.
- After receiving your housing assignment, you will be required to complete booking by providing detailed room information and payment information within 48 hours of assignment through the housing portal link.
- Additional details for submitting final information and payment will be provided with your housing assignment.
- Advancing 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.