

CHAUTAQUA UNITED CHURCH OF CHRIST SOCIETY, INC.
AN OPEN AND AFFIRMING ORGANIZATION
POLICIES GOVERNING 2019 ROOM SELECTION
www.cuccs.org

You are able to request a room and make payments on our website. Please let the registrar (cuccs.registrar@gmail.com) know if you run into difficulty or have any questions.

A. MEMBERSHIP REQUIREMENT

1. Only 2019 Annual and Life Society members may reserve rooms.
2. One membership must be on file for each room reserved, allowing members, while in residence, to host non-members as guests. (For example, spouse/partner, if both are members, may reserve two rooms – one for themselves and one for guests.)
3. Every person staying in a room must be able to perform the six Activities of Daily Living (eating, bathing, dressing, toileting, walking and continence) independently or with assistance provided by an accompanying caregiver.
4. Every person staying in a room must be capable of self-preservation, physically and mentally, and capable of evacuating the building without the use of an elevator.

B. ROOM SELECTION/ASSIGNMENT PROCEDURE

1. Room requests may be filled out at www.cuccs.org. Those who submit their room request on or before February 1, 2019, as indicated by date of deposit transaction on line or USPS postmark, will be considered to have submitted their requests on February 1, and will receive equal consideration in the making of room assignments, subject only to the existing priority list as follows:
 - Life Member and/or Participation in Work Weekend(s) during the past 2 years
 - Member of a UCC Congregation
 - Have stayed with us in the past
 - Everyone elseSubsequent requests will be processed as received.
2. Housing request forms, with **\$100 deposit per week per room**, and current membership payment, if applicable, are due by February 1. Room requests, membership applications, and payment may be made at www.cuccs.org.
3. Written confirmation of a room assignment will be mailed to each applicant by March 1, 2019. Look for your **REGISTRATION #** on the top right, opposite from your name. This is important for our internal record keeping. **You will need to submit that number on the final payment form.**
4. Only online and mailed requests are valid until the first round of confirmations has been sent out. Thereafter, phone reservations also will be accepted.
5. Once notified of their room assignment, guests desiring to secure their room reservation(s) must pay their room gift, in full, **by April 1. A late fee of \$25.00 will be assessed for all payments received after April 1.** You may make that payment at www.cuccs.org by clicking on the final gift payment link.
6. If a specific room request cannot be met, every effort will be made to assign a similar room.

CANCELLATION POLICY

1. Cancellations after the Confirmation letter has been sent will forfeit 100% of the deposit.
2. Cancellations after May 15 will forfeit all monies paid for the room.
3. To secure a reservation, guests requesting a room after June 1 must pay the room gift in full at the time they are assigned a room. If they subsequently cancel their reservation, the entire amount is forfeited.

C. GUIDELINES

1. Headquarters Building bedrooms are restricted for use by the Chaplain Administrator, chaplains of the week, their families, and designees of the Chaplain Administrator or Board of Directors.
2. In general, the Reformed Church House is reserved for adults.
3. Due to demand, the maximum time a person may reserve space is two weeks in the following rooms: Mayflower rooms 22, 23, 24, 25, 32, 33, 34, and 35, and Reformed Church House rooms 1, 2, 3, and 6. The maximum time a person may reserve any room (except under #4 below) is four weeks.
4. If a prime room (those specified in #3) is available 2 weeks prior to occupancy, and a guest wishes to occupy it who would not otherwise qualify, (per the 2 week policy) he/she is permitted to request it. Likewise, should a room be available 2 weeks prior to occupancy for a guest who wishes to occupy it who would not otherwise qualify (per the 4 week maximum stay policy) he/she is permitted to request it.
5. A total of five rooms may be occupied for the entire Chautauqua season. These are restricted to the third floor of Reformed Church House and the fourth floor of the Mayflower, unless the Chaplain Administrator grants a waiver, on the basis of demonstrable disability. Persons granted the season room privilege may not occupy a room of greater bed capacity than their numerical requirement. Applicants must (a) be life members of the Society; (b) be employed on at least a half-time basis by Chautauqua Institution or the Society; and (c) actively have participated in, or made a significant contribution to, the life of the Society.
6. Persons under 18 years of age may occupy a room only if an adult responsible for them is concurrently a registered guest.
7. For the safety of all guests, the accommodation of persons over and above the occupancy rating for each room is restricted to children 12 years of age or younger, unless the Chaplain Administrator grants a waiver. Only one child may be so accommodated. The sleeping of children on the floor is discouraged.
8. Persons owning property on the Chautauqua grounds are not eligible for advanced room reservations.
9. BAG CARRIER: If needed, a bag carrier is typically available on Saturdays to help carry bags upon arrival and departure. This service is available for both the Mayflower and the Reformed Church House. We ask that you use this service.

***The Chautauqua United Church of Christ Society, Inc.
does not discriminate against any person, group, or organization in hiring, promotion,
membership, appointment, use of facility, provision of services or funding on the basis of race,
gender, age, sexual orientation, faith, nationality, ethnicity, marital status, or physical
disability.***

We regret that we are not fully handicapped accessible.

www.cuccs.org

Telephones: UCC Headquarters	716-357-5491
Reformed Church House	715-357-4561
Mayflower	716-357-5493
Registrar (Grace Lipman)	cuccs.registrar@gmail.com 561-714-6779