

# Suggested Housing Check List

As the Team Manager and/or Coach establishing a team reservation or Team Block reservation you are assuming responsibility for the group block. Therefore as a suggestion, you may want to convey to all persons in your group travel party the following;

**Our team intends on blocking rooms under the following category:**

- I am blocking for Team participants only
- I am blocking for Team and Parents
- I am blocking for Team, Parents and Spectators

**Please plan on meeting with your Team to discuss:**

- Confirm if property you are interested in will have enough accommodations available to satisfy the team/club staying together in one location.
- Confirm with the hotel if they are able to establish blocks together, and set-up blocks into sections for each team under a coach contact name and information.
- Will the Team be requesting only one property to house the entire team or be asking the team to be divided among two or more properties.
- Determine which travelers will be staying at which properties and enter the travelers per property into the team Rooming form that can accompany this check list.
- **Anyone guest who at check-In or during their stay decides to make a room change they will risk being separated from the established block. Room types do vary and can't be guaranteed. During high season(s) special requests are on a first come first serve basis. Any on-site changes to room type or rooming originally established at check-in will risk no longer being a part of the group block of rooms.**
- Confirm final reservations are blocked as teams/clubs together then get site location of rooms to confirm their location and proximity to the group(s).
- Confirm if team members establish individual family payments after a block has been reserved for a group reservation.
- Confirm with the resort what additional sales tax, resort amenity fee and any cleaning fees will be charged at check-out.
- Discuss all team requirements with the resort both major and minor details.
- Set up reservation under team name(s) ask if there is a deposit and if the deposit will be posted to a certain room(s) is it refundable at check-out.
- Confirm each traveler's specific reservation needs or property expectations.
- Confirm if property can guarantee refrigerators, microwaves, location to Sports complex, disabilities, single floor requests, roll-away beds, Adjoining, Connecting and other special requests or if special requests are subject to availability.
- Clarify what the Hotel Means by availability "First come, First serve".
- Ask for payment terms for important dates such as Final Payment dates, cancellation policy, early check in or early check out dates, no-shows and/or changes in reservation fees.
- Have ready all names that will occupy each room reservation as it appears on the traveler's Id.