1.1 **Housing**

1.1.1 **The Job**

The job of the Housing Chair is to provide accommodations for classmates, satellite classes and your Student Crew through campus dormitory assignments, hotels, and non-commercial facilities at area educational institutions and conference centers. Components of the job include:

1. Dormitory beds: Most classes allocate the inexpensive campus dormitory beds on a first-come, first-served basis to classmates, after setting aside Headquarters storage rooms, Student Crew quarters, satellite minimums and entertainment needs. Satellite classes must be offered a minimum of two (2) beds each at the 55th Reunion and older; three (3) beds each from the 30th Reunion to the 50th Reunion and four (4) beds each for the 25th Reunion and younger (excluding the 1st reunion as they receive their own allotment). These come from the hosting major’s campus bed allotment, pending acceptance and payment for the beds by the satellite class. Arrangements should be agreed upon well in advance of Reunions, and finalized no later than April 15. The number of beds assigned to each major reunion and the bed fee are finalized during the fall before Reunions. The Office of Alumni Affairs assigns the beds by the first week in April and payment for beds is due by the second week in May.

2. Linen and keycard distribution: Linens are included in the fee for each bed. The linen packages should be distributed to your registration tent along with the room keycards. The linen packages consist of two flat sheets, one pillow case, one lightweight blanket, and two towels. Each bed also comes with a “disposable” pillow. On Sunday morning, please urge your classmates either to return pillows to the crew for donations to a local rescue mission or take them home. Keycards will have a sleeve with instructions and will be placed in an envelope clearly marked with the dorm and room number. The dorm/room will not be identified on the keycard but there will be a number on the card that will correspond with the dorm/room and this information will be made available to the Student Crew.

3. Pledge card system. In lieu of deposits, the University employs a pledge card system for linens and keycards. The University will provide ample pledge cards for your reunion, and each person receiving housing must complete one pledge card per bed assignment. When departing campus, alumni are encouraged to check out with the Student Crew to return their linens and keycards. On Sunday, the Student Crew will make note of the linen and keycard returns. Based on the keycards not returned, the crew should search those rooms for any remaining linens and keycards. Although the Reunions keycards are similar to hotel disposable keycards, the Reunions keycards cost the University $5 per keycard and can be reprogrammed and used the following year.

4. Coordinate the housing requests and check-in process with the Registration Chair: Housing information should be included in the registration packet, and Housing assignments need to be coordinated with on-site registration. Housing information you should track includes classmate’s name, guest(s) name(s), on- or off-campus housing preference (and special requests), arrival and departure time, payments and remaining balance.
5. Supervise Student Crew’s processing of housing (keycards, linens, etc.) for dorm rooms and possibly for off-campus dorms. Make sure that they collect any unpaid balances before they provide keycards and linens.

6. Handle off-site arrangements and negotiations: Many classes reserve blocks of rooms at local hotels and conference centers for their classmates, possibly negotiating a block price, which should be done significantly in advance of Reunions. While the Class may negotiate rates, it is not responsible for financing deposits or payments to hotels. Other off-site locations that are often used include Westminster Choir College, the Princeton Theological Seminary and Rider University in Lawrenceville.

7. Make satellite dormitory bed assignments and collect bed payments. Satellites reserve limited numbers of beds through the Satellite Chair. Most majors request payment from the satellite classes with the names of the people from the satellite who will be using the beds. Be sure to communicate the satellite assignments to the Registration Chair.

8. Distribute the area hotel list, also available on the Office of Alumni Affairs Reunions website. The Office of Alumni Affairs coordinates a bus system between the University and Route 1 hotels. Work with your Transportation Chair to ensure that the Route 1 bus schedules are provided to classmates.

1.1.2 Related Information

Check-out time. If your reunion is planning a full Sunday brunch, it must be located off-site (preferably in a dining hall), and guests must vacate their rooms before brunch. It can help to put a reminder to check out early under the door of each of your allotted campus rooms on Saturday night.

Special requests for accommodations. The University has a number of ADA-accessible rooms, which can be used by returning alumni. Contact the Office of Alumni Affairs if you have classmates needing special accommodations. In addition, the Office of Alumni Affairs and the Center for Jewish Life encourage Shomer Shabbat alumni to stay within walking distance of campus for Reunions, as they are unable to drive or ride in a vehicle from sundown on Friday to sundown on Saturday. In addition, since they may not carry keycards during this time, they may be provided traditional keys instead.