



Housing Policy for the 2025 Eastern Sectional Synchronized Skating Championships January 23rd-25th, 2025 | Hershey, PA

Hershey Figure Skating Club has teamed up with **HBC Event Services** to provide housing for this event. These special arrangements and discounted rates are only available via this booking process. Teams found to book housing outside of the process outlined below will be assessed a penalty.

Booking Process Summary

- **List of Available Properties: Thursday August 1st at 12pm ET.**
 - The list of event hotels will be made available to teams on the event webpage: <https://www.usfigureskating.org/event/2025-eastern-synchronized-skating-sectional-championships>
- **Opening of Booking Site: Thursday August 15th at 12pm ET.**
 - A link to the booking site will be made available to teams on the event webpage: <https://www.usfigureskating.org/event/2025-eastern-synchronized-skating-sectional-championships>.
 - Teams can review the available properties and place a hold to reserve the room nights and number of rooms needed for each night. Teams should determine in advance of this date the number of rooms and room nights needed.
 - Once the hold is placed, the primary team contact will receive an email from the booking system with their property information and information to complete the booking process. The email will come from ROOMVY.
 - **You will have 7 days to complete payment to finalize booking.** A deposit is required to complete the booking process. Full payment will be completed on site at the time of the event. 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.
 - Two payment options:
 - The primary team contact can book all the rooms for the organization and complete one payment transaction.
 - The primary team contact can forward the unique booking link to team members for individual booking. Team members will select the room nights needed from the reserved block of rooms and complete individual payment.

Housing Policies

- **Team Room Block and Rooming List Requirement:** Teams participating in Sectionals are required to book housing through the LOC Housing Service. Any team that is found to have booked rooms outside the service (even if booked at the official hotel) will be assessed a **penalty of \$600 per team** and must be paid upon checking in to the competition.
- **Cancellation Policies:** Cancellation policies are listed for each property and may vary depending on the property. Please read the cancellation policy for each property before booking.
- **Deposit:** A deposit will be processed at the time of booking. This deposit is calculated on a nightly basis and deducted from the total event group rate displayed at booking. This deposit is refundable minus a processing fee of \$20.00 if the reservation is changed or canceled by 12:00 AM MDT 30 days prior to arrival. After such date and time, the nightly deposit becomes nonrefundable and nontransferable to the remaining balance. If room nights are reduced, the nightly deposit will be refunded, minus a processing fee, until 30 days from check-in. All conditions related to the deposit and refund will be automatically processed by 12:00 AM MDT.
- **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 will be through the primary contact for the team.
- **Function Space:** The LOC *will not* be organizing any function space on behalf of teams. Function space is *not guaranteed* to be available at the hotel. After your team has completed booking, please contact the hotel's function space coordinator to see if function space is available for your use.
- **Requests:** Special requests are NOT guaranteed.
- **Additional Support:** Phone Support through HBC Event Services is available.
 - Contact HBC Event Services by phone (505-346-0522) or email support@hbceventservices.com for assistance at any time. Please note that our standard business hours are Monday through Friday 7am - 5pm MST.