

Michigan Mission Center

Policy on Housing Reservations & Assignments

In order to uphold Community of Christ enduring principles including the worth of all persons, responsible choices, and blessings of community this policy is enacted to provide a consistent and objective process for handling requests for limited spaces available as housing options (lodge rooms, cabins, camping cabins, buildings, dormitories, program center space, RVs, camping sites, etc.) at mission center reunions and family camps. This policy may also apply to retreats, conferences, or other mission center gatherings when applicable.

Principles

-No housing options should be considered reserved for any one person or family on a recurring basis. All individuals and families should have an equitable opportunity to attend mission center gatherings and utilize available housing options.

-Event directors shall determine which housing options are necessary for event staff and assign staff to needed accommodations before making spaces available at large to participants.

-Event directors shall designate some appropriate, accessible housing options to be reserved for persons with disabilities. These options should be reserved exclusively for persons with disabilities until registration is completed at the event. If reserved spaces remain open following the conclusion of registration, then they may be made available to persons without disabilities.

-Individuals who have not utilized housing options at an event should have priority for available spaces at that event over those who have utilized housing options during the previous year or recent years until all on the list of interested participants have an opportunity to utilize housing options.

-Those selected and assigned to housing options are encouraged to fully utilize the beds in their assigned space, but no families or individuals shall be required to share their assigned space.

Procedures

-Registration forms and available housing options for an event should be made available through mission center communications as soon as possible after January 1 in the year that the event will occur.

-A deadline to register and apply for housing options at least four weeks in advance of the event shall be established for each event.

-Applications for housing options shall be received only after registration forms are made available.

-Applications for housing options should require disclosure of the last year the individual or family utilized housing options at the given event. Applicants shall be grouped into classes based on the last year for utilizing housing options at the given event. Separate lists shall be established for housing options reserved for those with disabilities. An individual may apply to be on both lists.

Effective January 1, 2020

-Following the deadline to register and apply for housing options, individuals and families who have gone the longest without utilizing housing options shall have first priority. Assignments should be determined by random drawing among those who have gone the same amount of time since utilizing housing options.

-Individuals who are selected and assigned to housing options shall be notified to confirm attendance. Once all housing options are assigned, all additional individuals who applied shall be notified that no housing options are available. Individuals not assigned to housing will have any registration fees refunded if requested.

-Questions about implementation of the policy shall be directed to the mission center officers.

Example

Campground A has twelve rooms with beds available.

Two of the rooms are reserved for individuals with disabilities.

Two rooms are deemed necessary for the event staff. One staff member requires a room for an individual with a disability. Fifteen applications from participants are received for housing. Three of the applications are from individuals with disabilities.

- 1) Rooms needed by event staff are assigned first.
 - >One accessible room and nine others remain available.
- 2) Applications from participants requiring a room for an individual with a disability are grouped by the number of years since utilizing housing. Two applications have gone two years and one application has gone one year. A random drawing is conducted to select one of the two applications having gone two years.
 - > Nine rooms remain available.
- 3) The two individuals not selected for the accessible housing are contacted. Refunds are awarded if requested. If attendance may be possible without accessible housing the application is transferred to the list for remaining housing options.
- 4) Remaining applications are grouped by the number of years since utilizing housing. Two of the applications have never utilized housing. Three have gone three years. Four have gone two years. Five have gone one year. All nine applications having gone two or more years are selected and assigned to housing. One applicant is no longer able to attend.
 - >One room remains available.
- 5) One application is drawn at random from the five applications having gone one year. This applicant is no longer able to attend. One application is drawn at random from the four remaining applications having gone one year, and this assignment is accepted.
 - >All rooms are now assigned.
- 6) Following a cancellation or the completion of registration at the start of the event any rooms unoccupied due to participants not attending and not contacting the registrar or event director may be made available by random drawing following the priorities and procedures above.