



GUIDELINES – ROOM SHARING

1. Accommodation at Canberra Alpine Club lodges is booked by bed, not by room. Both lodges have a variety of room configurations, sleeping different numbers of people. The Admin Officer will allocate members to rooms in a manner which maximises utilisation of the lodges, so that more members can benefit from them.
2. In these guidelines, “room sharing” refers to allocation of rooms where a member or guest is in the same room as another member or guest who is not part of their booking (and this has not been requested in booking notes). It may also refer to consolidating a booking into a smaller number of rooms than has been requested in the booking notes.
3. In general, where “member” is referred to, the consideration also applies to guests.

GENERAL GUIDELINES

4. The following are the general guidelines for room sharing:
 - 4.1. Rooms will be allocated by the Admin Officer (or by a member or other person temporarily filling the role of Admin Officer).¹
 - 4.2. Members may specify the preferred number of rooms when making a booking, and this will be taken into consideration, however this preference is not guaranteed to be met.
 - 4.3. Members are encouraged to include room sharing or other preferences in their booking notes, and these will be taken into consideration, but these preferences are not guaranteed to be met.
 - 4.4. Room sharing will only be done when required. If all eligible bookings can be accommodated without the need for room sharing (taking into account other considerations such as minimising the number of room changes during a stay), then room sharing will not be used.

¹ Booking Rule 8.1: “Lodge users shall not occupy a bedroom other than that to which they have been allocated without first checking with the Administrative Officer.”



SPECIFIC CONSIDERATIONS

5. When considering the allocation of members to rooms, the Admin Officer will consider the following factors (please note that these are provided in no particular order):
 - 5.1. Have booking notes been included to suggest or permit room sharing, either with a particular individual/group, or more generally?
If so, the Admin Officer will be *more likely* to allocate rooms according to the preferences given.
Example 1: A member, or couple, is aware that a friend is planning to stay at the same time as them, and includes a booking note that they are happy to share with this friend if the lodge is busy.
 - 5.2. Are the members part of the same family?
If so, the Admin Officer will be *more likely* to allocate a shared room.

Example 1: A family of four may be allocated a room with a queen and two single beds, rather than being split across two rooms.
 - 5.3. Are the members the same gender?
If so, the Admin Officer will be *more likely* to allocate a shared room.
 - 5.4. Are the members of a similar age range?
If so, the Admin Officer will be *more likely* to allocate a shared room.
 - 5.5. Has the member paid a exclusive occupancy supplement?
If so, the Admin Officer will be *less likely* to allocate a shared room, and will not do so without consent of the member (note: the Admin Officer may discuss options with the member concerned, for example if there is a specific sharing arrangement that it is felt the member may be happy with. The exclusive occupancy supplement will not be charged if the member consents to sharing, and is allocated a shared room).
 - 5.6. Does the member have medical issues that warrant special consideration?
If so, the Admin Officer will be *less likely* to allocate a shared room.
 - 5.7. Minors: a minor will not be allocated a room with an unrelated adult, unless (a) a parent or guardian of the minor is also allocated in the same room, or (b) permission is given by the parent or guardian of the minor.



DOCUMENT CONTROL

Version	Date	Changes	Updated by
0.1	25/05/2023	Initial version	Jenny McLeod
1.0	20/07/2023	Updates from feedback - minors	Jenny McLeod
1.1	16/08/2023	Updated exclusive occupancy terminology, formatting	Jenny McLeod