

VERMONT LODGE RESERVATION POLICY

Lodge Reservation guidelines

1. Once the weekend room assignments have been finalized and sent to the lodge, they **CANNOT** be changed. If there is a problem or issue contact lodge reservation chairperson.
2. Members/guests staying at the lodge are **not allowed** to change room assignments without the knowledge of the lodge reservation chairperson.
3. All e-mail reservation requests/questions/cancellations must be sent to the reservation e-mail address: gsschouserreservation@gmail.com.
4. Any reservation related e-mail sent to the lodge reservation chairperson's personal e-mail address will not be answered.
5. All phone reservation requests/questions/cancellations must be made using the lodge reservation phone number (201) 914-5063. Phone reservations and cancellations should be made 48 hours prior to the requested date of arrival. Phone reservations and cancellations made less than 48 hours prior to the date of arrival may not be honored.

Lodge Shares

1. Shares are sold only to members (regular and provisional) and there are **NO REFUNDS** for unused portions of shares. Written appeals may be submitted to the lodge committee for illness/injury.
2. Members who purchase shares will be allowed to reserve dates prior to opening the seasonal reservations to other club members.
3. No reservation for shares can be made unless accompanied by a properly completed **Vermont Lodge Reservation Request Form – Shareholder Only** and full payment by check. Only checks and money orders made out to Garden State Ski Club will be accepted-**NO CASH**.
4. No reservation can be made or space held without full payment at the time of the reservation.
5. Shareholders may request a preferred room on a first come first serve basis. Every effort will be made to grant the request. All requests are based on availability and not guaranteed.

Non Share Reservations

1. Reservations for the GSSC Vermont lodge start **THREE** weeks before the requested arrival date.
2. Reservations can be made in person at a meeting when the reservation chairperson is present or by **email only**. Text reservations are not accepted.

3. Reservations can only be made by members (regular and provisional); a non member is considered a guest.
4. Room assignments are done to best utilize the available space. Sometimes, members/ guests may not get the bedding assignment that they want.
5. A reservation can be made only when accompanied by a properly completed [Vermont Lodge Reservation Request Form](#) and full payment by check. Only member checks and money orders made out to Garden State Ski Club will be accepted-**NO CASH**.
6. A **Vermont Lodge Reservation Request Form** must be filled out for each individual reservation being made and a separate check must accompany **each** reservation request form.
7. A reservation cannot be made or space held without full payment at the time of the reservation.
8. A refundable key deposit of \$10 (cash only) is required for each key issued. Members are allowed one key only. Non members cannot have keys.
9. All members and guests must follow all lodge rules and lock-up procedures.
10. The lodge committee reserves the right to assign or change room assignments as required to best serve all people staying at the lodge.
11. Any stay beyond 4 days and up to 10 days is considered a long stay and must be followed by a 3 day grace period before returning back to the house.
12. It is the responsibility of each member to remember their reservation dates. The lodge committee and or lodge reservation chairperson are not responsible to remind members of upcoming reservations. Any reservation missed will count as a “used” weekend and no “make up” weekend or refund will be given.

Guest Sign up

1.
 1. All guests must properly complete a [Vermont Lodge Guest Information Sheet](#) before a reservation can be made. The member accompanying the guest must countersign the guest form.
 2. The [Vermont Lodge Guest Information Sheet](#) must be attached to the **Vermont Lodge Reservation Request Form** and submitted with full payment by check. **Members must pay for their guest; checks from non members will not be accepted.** Only checks and money orders made out to Garden State Ski Club will be accepted – **NO CASH**.
 3. No reservation will be made or space held without a fully completed [Vermont Lodge Guest Information Sheet](#) and full payment for the guest.
- **The [Vermont Lodge Guest Information Sheet](#) must be completed and returned PRIOR to the reservation date.**

- A guest ***MUST*** be accompanied by a sponsoring member and at all times is the ***SOLE RESPONSIBILITY*** of said sponsoring member.
- Guests are not allowed to have a key; the sponsoring member is responsible for giving them access to their room and other parts of the lodge.
- Members are not allowed to solicit other members to sponsor or care for their guests.

Refunds/Credits

1. Refunds/Credits will be allowed if the cancellation is received by e-mail 48 **hours PRIOR** to the start of the date of arrival before the reserved dates.
2. If cancellation is made 48 hours prior to the arrival date: A share-holder can transfer to another date during the ski season, no refunds are given for unused shares. A non shareholder can apply monies paid to another reservation during the ski season or receive a full refund at the end of the ski season. Refunds are made after submitting a reimbursement form to the treasurer.

Note: Written appeals can be submitted to the lodge committee and will be considered on a case by case basis.

Wait Lists

1. Wait lists will apply for all dates that are over booked.

Club Sponsored Events

Such as the mens/womens ski weekdays or any other club events will prompt shareholders requested dates. Reservations for these events can be made after the event is announced at a club meeting.