



GROUP BLOCK RESERVATION POLICY

Purpose

This policy establishes the procedures and requirements for group room blocks reserved by all organizations at Camp Dawson. It ensures flexibility for organizations whose attendees may pay individually or through consolidated group payment, while also protecting room inventory and ensuring fair access for all guests.

1. Eligibility

- Group room blocks are available to authorized users of Camp Dawson facilities as per WV State Code §15-1H.
- There is no minimum number of rooms per night required to establish a group block unless renting a cottage, where there is a two-night minimum.
- Verification of government affiliation may be required (e.g., travel orders, government ID, or agency authorization).

2. Group Block Reservation Procedures

Reservations may be secured in one of the following ways:

- Individual Reservations: Guests book rooms directly using a group code or booking link.
- Master Reservation / Rooming List: The organization submits a consolidated rooming list and reserves all rooms under a master account.

3. Block Commitment & Name Assignment

To ensure that group blocks are effectively utilized, the following deadlines apply:

- 60 Days Prior to Arrival: At least 50% of the rooms in the group block must have assigned guest names. Any unassigned portion of the block beyond 50% will be released back into general inventory.
- 30 Days Prior to Arrival (Reservation Cut-Off Date): All remaining unassigned rooms will be released and canceled from the block. Only named reservations will be honored after this date.
- After 30 Days: Additional reservations may be accepted on a space-available basis.

4. Payment Options

- Individual Payment:
 - Guests may pay with a government-issued travel card or personal credit card at booking or check-in.

- Each guest remains responsible for room charges and incidental expenses.
- Group/Organization Payment:
 - Organizations may elect to cover all or part of the group's lodging costs.
 - Accepted payment methods include direct billing (with approved credit), purchase orders, an authorized credit card on file, or via MIPR.
 - Written authorization must specify what charges will be covered (e.g., room only, or room plus incidentals).

5. Rooming Lists (for Group Payment)

- A finalized rooming list must be submitted no later than the reservation cut-off date:
 - 50% of the rooms with names by 60 days out.
 - 100% of the rooms with names by 30 days out.
- Updates to the rooming list may be accepted after the deadline, subject to availability.
- Attendee substitutions are permitted with proper notification.

6. Billing Arrangements

- Direct billing accounts must be pre-approved and may require a credit application.
- An itemized invoice will be provided to the organization upon completion of the stay.
- Unless otherwise agreed, each guest remains responsible for incidental charges such as meals and damages.

7. Cancellation and Attrition

- Individual Cancellations (for individual pay reservations) must be made within the hotel's standard cancellation policy.
- Group Cancellations (for organization-paid blocks) are subject to the following:
 - Cancellations or reductions made 30 days or more prior to arrival: No penalty.
 - Cancellations or reductions made within 30 days may be subject to penalties regarding future reservations.

8. Communication and Point of Contact

- The organization shall designate a Point of Contact (POC) to serve as the primary liaison with the Camp Dawson Event Center.
- The POC will be responsible for:
 - Submitting the rooming list (if applicable).
 - Confirming payment method(s).
 - Coordinating special requests.
 - Communicating any changes or cancellations.

9. Acknowledgment

By reserving a group block, the organization and its attendees agree to abide by this policy and any additional terms outlined in the group contract.