



# YMCA of the Rockies STAFF COMPLIMENTARY NIGHT POLICY

As a privilege, each employee and on-grounds volunteer, over the age of 18, accrues one complimentary night for every full month they work or volunteer for a maximum of seven per year. Complimentary nights are to be used by the employees, volunteers, and their family members. Any guest age 17 and under must be accompanied by an adult (18 or older). Complimentary nights are non-transferrable and may not be given or sold to other employees, volunteers or guests. Complimentary nights are not available for concession employees.

**\* Please see the full policy on the back of this form**

Instructions on how to use comp nights:

- Submit your written complimentary night request form to the HR office at least three days prior to the arrival date. In the case of executive office staff, the request form should be submitted to the Accounting Manager at least three days prior to the arrival date.
- Requests and reservations will be processed by CRO based on availability. CRO reserves the right to change unit type up until check-in day, based on business need.
- Complimentary reservations will only be honored during the term of your employment/volunteer agreement. (Check out day must not be later than your last day of employment/volunteering.)
- Seasonal employees, volunteers and their guests are expected to follow all policies as stated in the Employee & Volunteer Handbook. This includes, but is not limited to, the drug & alcohol policy and quiet hours.
- Accommodations must be left in an orderly fashion: please strip beds and consolidate all trash.
- Cancellations **MUST BE CALLED IN BEFORE THE ARRIVAL DATE** to the CRO or the missed nights will count against your accrued nights.

**Any violation of this policy may result in, but is not limited to, the loss of future complimentary night benefits and full charge for the room.**

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**STAFF COMPLIMENTARY NIGHT FORM**

PLEASE PRINT LEGIBLY

NAME: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 SMR: \_\_\_\_\_ EPC: \_\_\_\_\_

CIRCLE ONE

YEAR ROUND      SEASONAL      VOLUNTEER

THIS SPACE IS FOR OFFICE USE ONLY

HR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
 RESERVATIONIST: \_\_\_\_\_  
 RESERVATION #: \_\_\_\_\_ NIGHTS: \_\_\_\_\_  
 NOTES: \_\_\_\_\_

MAKE RESERVATION AT: \_\_\_\_\_ ESTES PARK CENTER      \_\_\_\_\_ SNOW MOUNTAIN RANCH

**SEASONAL STAFF & VOLUNTEERS:**  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ LODGE ROOM: \_\_\_\_\_ # OF PERSONS: \_\_\_\_\_

**YEAR ROUND BENEFITTED STAFF:**  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ LODGE/CABIN: \_\_\_\_\_ # OF PERSONS: \_\_\_\_\_

The YMCA of the Rockies facilities are available for complimentary employee use based on availability, at the discretion of the Central Reservations Office and HR approval.

I have read and fully understand the policies and procedures pertaining to the complimentary use of accommodations at the YMCA of the Rockies: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# YMCA of the Rockies

## STAFF COMPLIMENTARY NIGHT POLICY

Rev. 2-8-2011

As a benefit, each employee (including part-time) and on-grounds volunteer, over the age of 18, accrues one complimentary night for every full month they work or volunteer for a maximum of seven per year. Complimentary nights are to be used by the employees, volunteers, and their family members. Family is defined as spouse, domestic partner, children, parents (in-laws), brothers and sisters (in-laws), grandparents (in-laws), grandchildren, aunts, uncles, nieces and nephews. Any guest age 17 and under must be accompanied by an adult (18 or older). Employees and volunteers receive no financial compensation upon termination for accumulated and unused complimentary nights. Complimentary nights are non-transferrable and may not be given or sold to other employees, volunteers or guests. Complimentary nights are not available for concession employees.

All employees and volunteer staff may use their complimentary nights in lodge rooms and campsites, based on availability. Year-round/benefited staff may use their complimentary nights in family cabins and yurts, except during black-out periods and based on availability. In some cases, cabin and yurt availability will not be confirmed by the specific center's managerial staff until the day of check-in. Standard reservations may not be converted to complimentary reservations once they have been guaranteed by deposit.

The employee must be present during a complimentary stay at the other center. The "other" center is defined as: Estes Park Center for employees of Snow Mountain Ranch and Camp Chief Ouray; Snow Mountain Ranch for employees of Estes Park Center and the Executive Offices.

The Central Reservations Office (CRO) sets the Staff Complimentary Black-Out Dates when accommodations are not available for complimentary use. These dates are updated seasonally but may change without notice based upon business need and at the discretion of the CRO.

An employee who travels to the "other" center for YMCA work purposes must make reservations directly with the Family Reservations Manager or the Inventory Coordinator, both working in CRO. Reservations for work will not apply towards the complimentary night benefit. Work related reservations during black-out periods will be for lodge rooms only.

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