



## CALIFORNIA-HAWAII ELKS ASSOCIATION

# Hospitality Room Policies

1. The name of the person reserving the room will serve as the contact person for hotel security and the Convention/Conference Committee. This person will be responsible for closing on time and maintaining order. *Also see Policy No. 11 and 12.*
2. Hospitality Rooms shall close their doors and give "last call" by midnight, or earlier, if requested by hotel personnel or by a member of the Convention/Conference Committee.
3. Hospitality Rooms shall be closed during all Business Sessions, including the Opening Ceremony and Memorial Services. They may be open only for non-Elk spouses and only serve non-alcoholic refreshments.
4. Transporting of supplies to/from hospitality rooms shall not be through the main lobby area without prior approval of hotel management.
5. No loud music or loud noises to be allowed after 10:00 PM.
6. District Leaders will assign a representative(s) from one of the Lodges in their District to monitor the hospitality room and notify those responsible when corrective action needs to be taken.
7. Elks (and their guests) are not to congregate in halls in groups or continue to drink or carry drinks in the hallways, elevators and stairwells after leaving a hospitality room.
8. Hospitality Rooms shall be open only to duly-registered Elks and their guests, and everyone should be wearing a name badge or decal furnished by the registration committee.
9. Bartenders shall provide responsible bartending:
  - a. *Bartenders shall not serve persons who have had enough. Bartenders should be careful and not over pour drinks.*
  - b. *Everyone should have fun but when they become loud, use foul language, or become lovers or fighters, they bring discredit to your Lodge, your District, and the Elks. It is everyone's responsibility to give an early word of warning, which will usually solve the problem without embarrassing the individual.*
10. There shall be no cooking with open flames in rooms, balconies or patios. Room coordinators should discuss hotel policy prior to check-in.
11. The hotel expects each room to be left in good condition, with no defacement of pictures, walls, hallways, doors or furniture. Furniture or furnishings shall not be moved without prior arrangement with hotel personnel. Damages may cause any pre-paid deposits to be forfeited, or credit cards to be charged. Damage to hotel property and spills on carpets/floors shall be reported immediately to the appropriate hotel personnel for timely cleanup.
12. It is suggested that the room be inspected by the representative(s) assigned by the District Leaders before final room checkout to insure the room is clean and left in good condition.
13. Each individual participating in a hospitality room event is responsible for complying with these policies and violations may result in disciplinary action, under Grand Lodge Statutes Annotated, Section 9.070.

*Thank you for your co-operation, for showing respect for other guests in the hotel, and for displaying behavior befitting an Elk!*

*...Approved by the CHEA Board of Trustees, CHEA Meetings Committee and CHEA Advisory Committee*

CHEA Hospitality Room Policy  
– Revised April 15, 2014

Reviewed 12/14/2016