



## LABORERS TRAINING CENTER HOTEL POLICY

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The Laborers Training Fund provides lodging for any member in good standing with the Laborers Union of Minnesota and North Dakota, who according to our mileage software travels more than 75 miles one-way (Zip Code to Zip Code). If the member travels more than 75 miles and the class starts at 7:00 am or earlier, we will pay for the student to come in the night before the class starts. Students taking evening classes may check in on the start day of class and must check out by noon on the final day of class for that week. Evening trainees traveling more than 120 miles will be permitted to check out by noon the day after the final night of class for that week. Students registered as standbys do not qualify for a hotel room until they are guaranteed that they are in the class. The member will also receive a daily stipend of \$20.00 for each day of the class if the member completes that class. Eligible trainees will receive a hotel and stipend only if their local has the qualifying address on file prior to the start day of class.

The following outlines the policy in detail:

- All lodging arrangements are made by the Laborers Training Center. The Training Center will not pay or reimburse for lodging arrangements made by anyone not employed at the Training Center
- All Training Center provided rooms will be non-smoking
- Students will be booked 2 persons to a room. There are no exceptions, unless there are an odd number of students staying at the hotel, or there is a gender issue. If for any reason you choose not to have a room-mate, you will be charged for your hotel stay. It may become necessary for the hotel to move your belongings to another room.
- Guests are not permitted to stay over night in any hotel room provided by the Training Center
- You must turn in your room key in person and inform the hotel front desk that you are checking out to make sure that you are not held responsible for any charges
- The Training Center will only pay for the cost of the room, any additional expenses charged against the room are the responsibility of the students who are assigned to the room (the hotel may request a credit card or a \$25 deposit for movie or phone services)
- Any student checking out of a room with an unpaid outstanding balance will be held responsible by the hotel and will lose all future hotel privileges until the hotel staff confirms payment in full
- All Training Center provided rooms will have a mandatory 5:45 am wake up call
- Any student that is tardy to a class while staying in the hotel will be required to check out of the hotel immediately. The student may remain in class, but they will not be provided lodging. If tardy a second time in the same class, they will be asked to leave and will have to reschedule and retake the entire class at another time, with no lodging privileges. The student also forfeits the daily stipend for not completing the class
- Any student that misses an entire day for any reason of any class will be required to check out of the hotel and reschedule and retake the entire class at another time, with no lodging privileges. The student also forfeits the daily stipend for not completing the class
- The hotel will provide shuttle bus service to and from the Training Center only if arrangements are made with the front desk by 8:00 pm the night before
- Any student that is involved in a situation at the hotel or hotel bar where the management of the hotel has asked the student to leave, and has informed the Training Center that they will no longer allow that individual to stay at the hotel, will lose all reimbursed lodging privileges in the future

By signing this document you agree that you have read and understand the above written policy and that you will follow the rules outlined in this document. Refusing to sign the document will result in loss of lodging privileges during the class you are currently attending. Hotel privileges are available to all trainees who meet the mileage requirement and can follow the basic policies mentioned above.

*Revised 1/9/09*

*TRAINING CREATES CHOICES*