

Elder Request for Lodging Form

Last Name

First Name

Middle Initial

Enrollment Number

Age

Birthdate

Physical Address

City

State

ZIP

Phone Number

Message Number

Estimated Distance of Residence from Reservation Boundary (in miles)

Estimated Number of Room Occupants

Nights Requested (Fri. and/or Sat.)

Room Preferences (Accommodations are by availability and there is no guarantee of special requests being provided, however, the Quinault Business Committee will attempt to meet all needs, with priority given to those with physical limitations and medical needs).

Wheelchair Accessible Room: YES NO

Special Medical Concerns: YES NO

If you have special medical needs that you would like to be taken in to consideration, please explain below:

All of the following items must accompany this Form in order to be eligible for consideration:

Please check the following boxes to indicate the items are attached:

QIN ID Card: Proof of Residency: Proof of Enrollment:

General Council Elder Lodging Policy

I. PURPOSE

The purpose of the General Council Elder Lodging Policy is to ensure that any enrolled Quinault tribal elder who wishes to attend assemblies of the General Council is not hindered by lack of suitable overnight accommodations.

II. AUTHORITY

The Quinault Business Committee hereby establishes the General Council Elder Lodging Policy in order to provide overnight accommodations for eligible enrolled Quinault tribal elders who wish to attend General Council assemblies.

III. DEFINITIONS

Accommodation	A room in a hotel/motel where travelers can sleep.
Enrolled/Enrollment	Officially registered as a member of the Quinault Indian Nation
Elder	An enrolled Quinault tribal member who is at least sixty (60) years of age.
General Council	For the purposes of this policy, General Council refers to the annual assembly of the General Council.
Lodging	A place where someone lives or stays temporarily.
No Show	An individual who has a reservation or book but neither keeps nor cancels it.
Reside/Residence	Refers to the home where someone lives.
Reservation boundary	The perimeter boundary of the Quinault Indian Nation.

General Council Elder Lodging Policy

IV. POLICY

It is the aspiration of the Quinault Business Committee to honor and respect elders and to recognize the invaluable contribution of tribal elders to the Quinault Nation's history, development and ongoing success. In order to ensure maximum participation of enrolled Quinault elders, this policy enables the Quinault Business Committee to provide overnight accommodations for all elders who wish to attend all assemblies of the General Council who reside in the village of Queets and those who live more than fifty (50) miles beyond the Reservation boundary. The payment for this expense will be provided through the Quinault Nation's General Fund. This policy provides assistance for lodging only.

Overnight Lodging

Accommodations will be made at a hotel or motel of the Business Committee's choice. Priority will be given to elders traveling to General Council from across or out of State. Only one room per eligible elder, per day of General Council meeting, will be allowed. All requests for reservations must be made through the Office of the Business Committee Secretary. No reimbursements will be allowed for accommodations paid for out-of-pocket. In accordance with standard hotel/motel policy, all occupants of the hotel/motel must register as guests and additional fees may apply. The Quinault Nation does not assume any responsibility for any additional costs, including, but not limited to, liability of any kind. Additional costs will be the responsibility of the registered parties.

The following expenses will be covered for eligible elders only:

- Nightly rate (based on double occupancy);
- Associated taxes/fees;
- Parking expense (if any).

The following expenses will NOT be covered:

- Room upgrades;
- Fees for additional occupants;
- Room service charges;
- Internet/Telephone use charges;
- Any room charge of any kind;
- Food;
- Transportation to or from the hotel/motel;
- All other expenses.

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In order to take advantage of this opportunity, the following documentation must be received no less than twenty-one days (three weeks) prior to the General Council meeting date:

- **Elder Request for Lodging Form**
This form must be received by the Office of the Quinault Business Committee Secretary at least twenty-one days (three weeks) prior to the scheduled General Council meeting. Incomplete, partially complete, or Forms submitted without all of the required documentation will not be considered.
- **Copy of Quinault Indian Nation Identification Card**
ID cards must be valid (not expired) with current address that matches the address on record with the Enrollment Department. If addresses do not match, the information must be updated before the request will be considered.
- **Proof of Residency**
In order to be eligible for this assistance, the elder must provide documentation of residence in the village of Queets or more than fifty (50) miles beyond the reservation boundary. Proof of Residency may be established by providing a utility bill in the elder's name or a voter registration card.

Attendance of General Council

If approved for overnight lodging, attendance at the General Council assembly is mandatory. Individuals who are approved for overnight lodging will be checked against General Council sign-in data. If an individual is approved for overnight lodging and fails to sign-in at General Council, future requests for lodging may be denied.

Notification of Approval/Denial

Notification of approval or denial of lodging request will be provided at least seven (7) days prior to the scheduled General Council assembly.

Reasons for denial may include, but are not limited to the following:

- Prior "no show" at hotel/motel;
- Prior acceptance and use of complimentary lodging without attending the General Council assembly;
- Prior abuse/vandalism/misuse of hotel/motel accommodations;
- Submission of incomplete or partially complete request form;
- Failure to provide requested documentation.

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Cancellations/Withdrawal of Application

If you are unable to attend the General Council, or will no longer require a room, please notify the Office of the Business Committee Secretary as soon as possible. Please make every effort to avoid a “no show” as cancellations of this nature may affect the eligibility of future requests for lodging.

V. ELIGIBILITY

Overnight accommodations will be provided on a first come, first serve basis and every effort will be made to accommodate all elders who wish to attend an assembly of the General Council. In order to must meet the following eligibility criteria.

- Must be an enrolled member of the Quinault Indian Nation;
- Must be at least sixty (60) years of age on or before the scheduled date of the General Council meeting;
- Must reside in the village or Queets or at least fifty (50) miles beyond the Quinault Reservation border;
- Must complete and submit all of the required forms and documentation;
- Must have no more than one “no show” for past reservations.