



These requirements and guidelines are to try and accommodate the many officials we have working the event. Different roles, different number of days, different travel requirements and just overall differences...that being said, I need your cooperation to align with these directives:

TOURNAMENT HOTEL LINKS:

[Home2 Suites by Hilton – 303 North Rose Street - Kalamazoo, MI 49007 – 269.276.0699](#)

- **You must check out the morning of your last day.** Luggage can be stored in a secure area until you depart. Please see your Site Referee for more information.
- Single Rooms - you will be required to leave your CC with a hold for your stay. Daily rate is ~\$189 (\$90 @ 1/2).
- **DO NOT CHARGE ANYTHING TO YOUR ROOM.** Unfortunately, the hotel(s) cannot turn this function off, even if you are in a single room.
- **All food/beverage or incidentals must be paid for at the time of the transaction.** There are multiple officials staying in rooms and charges may get misapplied, so we can avoid this potential issue by not having any room charges and I won't have to track down anyone to collect a room service charge, etc., after the tournament.
- All rooms will be cleaned every day, no exceptions. Please do not put out the DO NOT DISTURB sign.
 - Also, the hotel staff are not allowed to move personal items, so all beds must be cleared of all personal items every morning.
- Please no "small, little requests". You may think it's just a small thing but there may have been 20 others that requested or wanted a "little" thing.

BREAKFAST

- Breakfast buffet will open @ 6:00a. No other meals are provided by the hotel; anything outside of the buffet will be at your own expense

PARKING & TRANSPORTATION

We have a fixed number of parking spaces paid for by the tournament to accommodate everyone with a car. To account for the overflow, there is a monitored lot at Kalamazoo College. Yes, that means you may have a 10-minute walk to get to your vehicle. Those receiving spaces will get a parking pass when you check-in. There may be more information provided.

OFFICIAL VANS – we have three designated drivers for the official's vans. These vans can be used for personal use throughout the tournament. Vans will be included in the available number of parking spaces.

I will be staying on property and meet with the hotel staff daily, so please connect directly with me to address any concerns you may have.

There is also more information on kzooumps.com.

Thank you all in advance for your cooperation!



Roommate Guidelines (as suggested by the ATP Guidelines)

Please remember the following and show your roommate the courtesy you would expect for yourself...you are both adults and try talking first before taking it to another level.

1. Counters, closets and bureaus are shared space and the space should be divided up evenly. Under no circumstances are another person's belonging to be touched or moved without their permission.
2. Please try to keep the room tidy enough to not compromise the space in or cleanliness of the room.
3. Telephone lines, TVs and computer lines are also shared space and access is to be shared. No unplugging TVs or telephones unless both roommates agree. If you do not like your roommate's choice of TVprogram, go visit a friend or go to the lobby while it is on. Take turns choosing programs.
4. No political antagonism permitted on site or in hotel rooms. If your roommate tries to engage you in a political discussion or makes disparaging remarks to you, please try to change the subject/refuse to discuss. If you feel bullied, please speak privately to the Chief of Officials.
5. Sleeping hours are 11pm-7am unless otherwise agreed upon by both roommates. No visitors, loud conversations, telephone calls, tv or computer use during these hours.
6. The temperature in the room should be agreed upon and compromises made accordingly. No one person has the right to demand their own personal comfort level.
7. Charging cell phones or computers or using the bathroom with the door closed does not violate the sleeping hours. If you are bothered by small amounts of light, wear a sleeping mask.
8. Cell phone use should be made outside the room. It is very distracting/annoying to have someone on the phone in the room for more than brief periods.



9. Please be aware of good hygiene; clean up after yourself in the bathroom, keep your towels, hairbrush and dental equipment to yourself, and do not handle your roommate's. If you think you are getting sick, make every effort to keep everything you touch away from your roommate.

10. Keep your valuables close at hand and out of sight.

11. Do not get involved in your roommate's finances. You are not a bank and are not required to make loans.

12. If you have a problem with something, politely speak up. No roommate is required to be a mind reader.

13. Snoring is not something that people do on purpose.

Please see the Chief if you have a problem with a snoring roommate. Courtesy and respect are the guidelines for all situations that arise that are not covered by this list.