**DHBA Reservation Procedures** (2 pages) updated 1/1/2020

**General Policy:**
 Any owners may use the facilities without limit, as long as there is a vacancy and as long as all assessments and dues are paid to date. During the annual scheduling for prime time, each membership may request any three periods up to 7 days (21 days total). At other times of the year, reservations may be made up to 30 days in advance.

**Prime Time Reservations**
Owners must make sure that their prime time reservation request form and check are in the mail and postmarked by April the Friday prior to the 3rd Sunday in April. To hold the reservation, the owner must send a **$50 deposit for** **each request**. Any requests that are not accompanied by a check for the appropriate amount or that are received after the deadline will not be considered in the first round draw.

***The reservation request form, in addition to the check for $50 for each request, must be mailed and postmarked by the Friday before the 3rd Sunday in April (3 requests of up to 7 days each request = $150)***

**FIRST REQUEST DRAW:** Wave 1, Board of Trustees shareholder occupant, Wave 2 Shareholder occupant Wave 3 Adult child occupant

**If you are requesting time in July or August, your best chance of getting that request is if you are planning to occupy the cabin yourself and list it as your first request.**

The Reservation Committee will handle this process on **(*Date TBD and changes every year. Notices go out by March 15th, the deadline is the Friday prior to the 3rd Sunday in April with the draw ASAP after the deadline)*** Please give a phone number where you can be reached at this time if the committee needs to contact you to adjust a request. Once the calendar is posted for prime time, any shareholder not receiving 21 days of requested time **who have paid all $150** may request additional days before the usual 30-day limit. Members may also ask to be put on a wait list for certain dates, or change their reservation by emailing the caretakers at: decaturhd@centurytel.net.

The website for the cabin calendar is: http://www.decaturhead.org/wordpress/

Please note the following:

* Each request is limited to 7-days and all requests to 21 days total.
* The minimum is 2 nights
* Caretakers’ days off are Tuesday and Wednesday, leaving Monday evening and returning Thursday AM, as tides allow. Please be prepared to make alternate arrangements for transportation if you are arriving or departing on the caretakers’ days off.
* Summer Prime Time is from the Friday before Memorial Day through the Sunday after Labor Day.
* Requests for back to back weeks in lieu of a 3rd week are not accepted. Every request must go through the draw.
* The Board retreat is after Labor Day TBD annually. No cabins will be available that weekend.
* Thanksgiving week and Christmas week thru New Years week are also considered prime time.
* Any time outside of prime time may be designated as one of the member’s three requests.
* Board members will be drawn first in the first round. This is in consideration of their time given to the Association.
* Cabin capacity suggestions are based on the number of beds in each cabin for those 10 years or older:
	+ Cabins 1, 4, 6, & 8.........10
	+ Cabin 2............................4
	+ Cabins 5 & 7....................6
* **Cancellation Policy:**
	+ The $50 deposit will be returned to the member if they cancel at least 20 days before the date reserved, or they may have the deposit applied to their next visit.
	+ Members must notify caretakers at least 10 days prior to the first day of their reserved period of any cancellation or changes in dates.
	+ **Failure to do so will result in the owner being required to pay the full fee for the time originally reserved**.
	+ Any revenue generated by another owner’s use for that period will be credited to the shareholder who canceled.
* **Your awarded time may not be “given” to another shareholder. You must contact the caretakers to cancel and they will contact those who are on the waiting list for that time and/or offer the time to all shareholders. If you requested time in the first draw as “shareholder occupied” you were drawn in the first wave, you may not give this time to an adult child after the fact but must return it to the waiting list.**