

**2020 Southeastern Jurisdictional Conference  
Lodging Protocol  
February 2020**

In an effort to streamline the process for lodging at Lake Junaluska for the week of Jurisdictional Conference, the Planning and Arrangements Committee has worked out the following protocol:

**Reserved Sleeping Rooms**

The SEJ Program and Arrangements Committee will reserve rooms for persons with special functions related to the Jurisdictional Conference in The Terrace or Lambuth Inn. These positions include:

1. College of Bishops
2. Committee on Episcopacy
3. Committee on Nominations
4. 2020 Lay and Clergy Delegation Heads
5. Council on Finance and Administration
6. Working Conference Communicators
7. Secretarial Staff
8. Program Staff

Persons in these categories will:

1. Be contacted by the Conference Secretary (or representative) and notified of the reserved rooms and will have until February 17, 2020, to confirm their desire for a room.
2. Be reimbursed on the Conference-approved per diem, which assumes double-occupancy to cover the full costs of room and board. (Bishops and conference communicators are not on the Conference per diem. Each Bishop and conference communicator will be responsible for his/her lodging costs and seek reimbursement using normal procedures.)
3. Declare roommates by March 1, if possible.
4. Have their unclaimed room released on March 1. Unclaimed rooms will be released and will be made available for other delegates during open reservations.

Persons holding the above-listed positions will have only one room held, regardless of the number of qualifying positions they hold. For example, 2016-2020 Committee on Episcopacy members who are also a 2020 Delegation Head will only have one room reserved in the room block.

## Other Sleeping Rooms

All other rooms [totaling approximately 65 in Terrace, Lambuth, and Hillside (formerly Lakeside)] will be assigned to **delegates of the SEJ Conference** based on a random drawing by the Lake Junaluska staff. Delegates will receive (via email) a link from Lake Junaluska connecting them to a housing request survey. Staff at Lake Junaluska will check the delegate master list to confirm eligibility for one of these rooms.

To secure one of these rooms, complete the housing survey between 8:00 a.m. on Monday, March 16, and midnight on Friday, March 27. Lake Junaluska staff will begin assigning rooms according to the random shuffle order on Monday, March 30, and all persons will be notified of room selection by Friday, April 10. **Do not call Lake Junaluska to make room reservations. Only delegates to the SEJ Conference who entered into the housing survey will be eligible for room assignment by Lake Junaluska Reservations.**

### Room Rates Per Person Per Night for 2020

	The Terrace	Lambuth (Renovated)	Lambuth (Non-Renov.)	Hillside Lodge (no elevator)
Single	\$139.00	\$109.00	\$89.00	\$80.00
Double	\$69.50	\$54.50	\$44.50	\$40.00
Triple	\$53.00	\$41.33	\$34.66	\$30.00
Quad	\$44.75	\$34.75	\$29.75	\$25.00

**IMPORTANT NOTICE: All persons staying in the Terrace or Lambuth Inn at Lake Junaluska will be on the American Meal Plan, which means you will be charged \$41.00/person for three meals each day. This information will be confirmed with you at the time of reservation.**

**Waiting List:** Once all rooms are reserved, Lake Junaluska will keep a waiting list for this event. To be placed on the waiting list, you will need to indicate such when you are contacted by Lake Junaluska regarding your housing survey request. Delegates will have priority over conference guests on the waiting list.

**Deposits:** A deposit of first night's sleeping room charge is required and will be charged at the time of room confirmation. Cancellations made 15 days or more prior to arrival will result in a forfeiture of \$15 service fee. The rest of the booking deposit will be refunded. Cancellations made less than 15 days prior to the event will forfeit the entire booking deposit.

## **Property Rentals**

Lake Junaluska manages a wide array of houses for rental at a daily rate with a 3-night minimum or on a weekly basis. To browse the selection of houses, go to [www.lakejunaluska.com](http://www.lakejunaluska.com). Follow the links Lodging, Vacation Rentals, and Click Here to View Our Properties.

To reserve a house through property rentals, call 1-800-222-4930, ext. 2, or 828-454-6717.

## **Area Hotels**

Below is a list provided by the Maggie Valley Area Visitors Bureau, which identifies other area hotels you might consider. The SEJ Program and Arrangements Committee encourages you to research the options thoroughly before making reservations. Contact these properties directly for reservations.

<https://haywoodchamber.com/sample-page/lodging>