



## LODGING GUIDELINES

Please read the following before filling out the Antarctica Lodging Request Worksheet.

### DORM FACILITIES

It is likely a first-year or short-term resident will have up to 3-4 roommates and share a common bathroom. Dorms have a strict 24/7 quiet hour policy to support participants who operate on different work/sleep schedules. Each dorm has a common area lounge for socializing. Participants must be respectful of others sleeping nearby at any time of day or night. All dorms are government facilities and the *USAP Housing Policy* should be adhered to at all times. Failure to do so is a violation of the *USAP Polar Code of Conduct*.

- If you have a specific roommate request, such as living with a friend or partner, you must specify on this worksheet. Placement priority is offered to participants who specify requests on Lodging Forms in advance of deployment. Lodging requests are evaluated but not guaranteed. Requests made after participant has deployed will be handled as space is available, on a case-by-case basis. *Placement in dorms is determined using a Lodging points system that takes into account prior time on Ice in the previous 5 years and projected duration of deployment.*

### CONFIDENTIAL PROCESS FOR LODGING PARTICIPANTS

ASC is committed to providing safe living arrangements while deployed at McMurdo, South Pole, and Palmer Stations. Participants who have accommodation requests are expected to notify Lodging as soon as possible and in advance of their arrival to their respective stations by accurately filling out the *Lodging Request Worksheet* and/or by contacting Lodging at [MCM-Lodging@usap.gov](mailto:MCM-Lodging@usap.gov) or [DEN-GSC-Lodging-Supervisor@usap.gov](mailto:DEN-GSC-Lodging-Supervisor@usap.gov). Requests will be handled confidentially. **Requests are not guaranteed** and any requests made after deployment will be handled as appropriate spaces become available and on a case-by-case basis.

### WHAT HAPPENS IF YOUR REQUESTED ROOMMATE/S DOES NOT DEPLOY OR LEAVES MID-SEASON?

If your requested roommate does not deploy or leaves mid-season, you may request another roommate and Lodging will accommodate as ability and lodging criteria allows. If another roommate is not specifically requested, Lodging will assign another roommate based on the specifications of your onboarding paperwork.

### QUESTIONS OR LODGING CONCERNS

Lodging questions or concerns can be emailed to [MCM-Lodging@usap.gov](mailto:MCM-Lodging@usap.gov) or [DEN-GSC-Lodging-Supervisor@usap.gov](mailto:DEN-GSC-Lodging-Supervisor@usap.gov). Lodging will handle each question discreetly and will not ask for more information than is required to meet the participant's lodging needs.

### ANTARCTICA LODGING REQUEST WORKSHEET

Last Name	First Name	Middle Name	Suffix
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Station:</b> <input type="checkbox"/> McMurdo <input type="checkbox"/> South Pole <input type="checkbox"/> Palmer <input type="checkbox"/> Vessel	
<b>Do you snore?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Are you a smoker?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Smoking/vaping is prohibited in dorm rooms. Smoking/vaping is permitted in designated outside areas only.</i>	
<b>Palmer Station Room or Building Request</b> <i>Lodging at all stations is assigned.</i> <input type="checkbox"/> GWR <input type="checkbox"/> BIO		<b>Roommate Request Name(s):</b>  Suitemate Request Name(s):	
<b>Notes/Comments:</b>			

Complete and SCAN VIA BOX (preferred) <https://nsf-usap.app.box.com/>

