

Clarification 11-03

Reporting of Day Use Rooms Occupied

This Clarification is solely for the purpose of providing greater detail to readers of the Uniform System of Accounts for the Lodging Industry 11th revised edition, it does not change or supersede any of the USALI content. The reporting of Occupancy %, Average Daily Rate, and RevPAR must continue to be done from the reports found on pages 191 through 193 of the Uniform System of Accounts for the Lodging Industry 11th revised edition.

Day Use rooms are not used in the calculation of occupancy.

Reason for this Clarification Draft

The 11th edition of the USALI prescribes on page 11, that Day Use revenue is credited to “Other Rooms Revenue”. There is no consideration in the occupancy statistics for inclusion of any items from the Other Rooms Revenue category as either occupied or vacant. The Financial Management Committee has determined that the failure to recognize those rooms that have been occupied and must be serviced, will distort measures of labor productivity and operating supplies.

The purpose of this clarification draft is to both refine the definition of Day Use rooms and to provide reporting alternatives for inclusion of Day Use in the occupancy statistics, solely for the purpose of ensuring the consistency in calculation of productivity metrics.

Day Use Rooms Definition

USALI 11th revised edition definition:

Day use. This is revenue derived from sources such as rooms used for hospitality suites, dressing rooms, employment interviews, movie auditions, and wholesale distributors (for example, clothing, toys, other merchandise). No Food and Beverage services should be included.

Supplemental definition clarification:

Day Use rooms are sold on the basis that they will not be used overnight and are not charged a rate applicable to any segment under which the hotel offers rates (Ex: Transient, Group or Contract). Rooms that are sold into a specific rate category should be coded to the applicable segment and reported as rooms sold, not reported as Day Use. As an example if you have airline crew rooms which check in at 7 am and check-

out at 5 pm, they should be coded to the Contract rooms segment, not Day Use. If these crew rooms are resold on the same day, it is possible for the hotel in question to exceed 100% occupancy.

If a guest occupies a room during the day and checks out before 6 pm, regardless of the intended use of the room and that guest receives a rate which is not a published or negotiated rate, then the room should be recorded as a Day Use room.

Optional Supplemental Reporting

The following supplemental report (Table 1) is provided for properties to use for internal reporting only. The purpose of the report is to include Day Use rooms as occupied solely for the purpose of generating productivity measures, however the Day Use rooms are subsequently removed from occupancy, so the reader of the report understands how many rooms actually remained vacant overnight. The reporting of Occupancy %, Average Daily Rate, and RevPAR must continue to be done from the reports found on pages 191 through 193 of the Uniform System of Accounts for the Lodging Industry 11th revised edition and the supplemental report provided is only to be used as an internal measure.

Sample Hotel

Room Statistics Supplemental Report
USALI 11th revised edition

Room Nights	Units		Full Year Year: 2015	Rate	Revenue	
	Full Year Year: 2015	%		Full Year Year: 2015	Full Year Year: 2015	%
Retail	9,725	10.5%	487.99	4,745,703	23.9%	
Discount	5,051	5.5%	332.77	1,680,821	8.4%	
Negotiated	14,337	15.5%	256.05	3,670,989	18.4%	
Qualified	1,620	1.8%	234.01	379,096	1.9%	
Wholesale Rooms	817	0.9%	289.47	236,497	1.2%	
TI Transient Rooms	31,550	34.2%	339.56	10,713,106	53.8%	
Group Corporate	23,298	25.2%	256.59	5,978,034	30.0%	
Group Association/Convention	5,425	5.9%	315.22	1,710,069	8.6%	
Group Government	25	0.0%	298.54	7,464	0.0%	
Group Social	1,419	1.5%	258.72	367,124	1.8%	
TI Group Rooms	30,167	32.7%	267.27	8,062,690	40.5%	
Contract Rooms	3,781	4.1%	274.00	1,035,994	5.2%	
Other Rooms Revenue	0	0.0%	-	85,912	0.4%	
Rooms Sold / Revenue	65,498	70.9%	303.79	19,897,702	100.0%	
Complimentary	1,286	1.4%	-	-	0.0%	
Day Use Rooms *	182	0.2%	-	-	0.0%	
Rooms Occupied	66,966	72.5%	297.13	19,897,702	100.0%	
Vacant Rooms	25,381	27.5%	-	-	0.0%	
Day Use Rooms	(182)	-0.2%	-	-	0.0%	
Out of Order Rooms	180	0.2%	-	-	0.0%	
Rooms Available	92,345	100.0%	215.47	19,897,702	100.0%	

* Revenue included in "Other Rooms Revenue"