



# Hotel Registration Checklist

## State Leadership Conference - March 21-23, 2018

Your registration will not be processed until all of the items, including full pre-payment, are received.

***Faxing these forms will not hold your rooms.***

### Completed Hotel Registration Form (Page 3)

- *Direct phone number and extension*
- *Fax number*

### Checklist Page (This Page)

- *Tax Exempt Certificate completed*

### Confirmation Page (Page 4)

### Rooming List (Page 5)

- *Maximum occupancy per room is four (4) students.*
- *Please note that three (3) students per room may receive a king and a roll-a-way bed.*
- *The hotel may use their discretion with assigning room types based on the number of students in a room.*

### Whole Payment

- *If you are sharing a room with another school, one school must take responsibility for paying the whole amount and listing all students' names. The hotel will not be responsible for finding roommates or splitting payments.*

### Certificate to Be Executed When Tax Exempt Sale is Made to an Exempt Institution or Agency

The undersigned hereby certified that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Name of Exempt Organization

Name of Official

Tax Exempt Number

Organization Address

Phone Number

Date of Function

Signature of Official

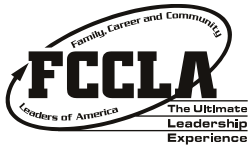
Date

# Hotel Conduct & Courtesy Guidelines

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One of FCCLA's purposes is to provide opportunities for personal development and preparation for adult life. FCCLA meetings and activities are prime opportunities to help members develop important social skills, and among those, appropriate hotel behavior. These guidelines have been designed to assist our members in this area; by no means is this list exhaustive.

1. Be sure you are properly registered in the hotel. Make sure the hotel is advised of any changes to your housing list; parents may call looking for their son/daughter, and the hotel should be able to connect them to the proper room.
2. Irons and ironing boards are usually located in each guest room. If you use them, make sure you put them away at the end of each night.
3. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
4. Be completely dressed according to the Michigan FCCLA Dress Code any time you are outside of your own room.
5. Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night lock is engaged before you go to bed.
6. We are not the only guests in the hotel. Do not let your door slam when you enter or leave your room.
7. Your room is not soundproof. Be in your own room and quiet at curfew to give hotel guests peace and quiet when they want to sleep.
8. Be courteous to all other hotel guests on the elevators/escalators. Because it is difficult to move the number of people we have participating at our activities, do not delay the elevators. When entering an elevator, step aside to let people off of the elevator before getting on. Whenever possible, especially if you only have to go up or down a floor or two, see if you can take the stairs to help with elevator congestion.
9. Be sure your room is in neat order when you checkout. All trash should be placed in the trash can, irons and ironing boards put away, bedding at least piled on the bed, and towels in the bathtub.
10. When dining in the hotel or neighboring restaurants, please consider the following guidelines for gratuities:
  - 10% of bill is the minimum you should tip for "bad" service
  - 15% of bill for "adequate" service
  - 20% of bill for "good" service



Michigan FCCLA

# Hotel Registration Form

## State Leadership Conference - March 21-23, 2018

**Deadline: February 23, 2018.** This form must be returned with guest room prepayment by the deadline date.

*This form must be Typed.*

Chapter: \_\_\_\_\_ Phone: \_\_\_\_\_

Adviser(s): \_\_\_\_\_ Email: \_\_\_\_\_

Mail to: Best Western Valley Plaza

**Attn: Bethany Bartlett**

5221 Bay City Road

Midland, MI 48642

valleyplazasales@gmail.com

Make checks payable to:

"Valley Plaza Resort"

Phone: 989-496-3710, Fax: 989-496-9233

**Estimated Time of Arrival: March 21, 2018 at \_\_\_\_\_ p.m. All rooms depart Friday March 23, 2018 at Noon**

	<i># of Nights</i>		<i># of Rooms</i>		<i>Rate per Night</i>		
<b>Best Western Rooms</b>							
Single/Double Room	_____	x	_____	x	\$ 83.99*	=	\$ _____
Triple/Quad Room	_____	x	_____	x	\$ 83.99*	=	\$ _____

### Plaza Suites Rooms

*Note: Very limited quantities. Available on a first-come/first served basis. Triple/Quads may have a king bed with a pull out couch.*

Single/Double Room	_____	x	_____	x	\$ 83.99*	=	\$ _____
Triple/Quad Room	_____	x	_____	x	\$ 83.99*	=	\$ _____

**Total Enclosed: \$ \_\_\_\_\_**

Payment may be made with a school check, cash or credit card.

**\*Includes 5% Lodging Tax. If payment is accompanied by a completed tax exempt form, you will be exempt from the 6% Michigan sales tax (which is in addition to the prices listed above).**

Comments to the Reservations/Front Desk Staff (i.e. if any delegate attending the meeting is in need of barrier-free accommodations or dietary considerations):

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# Hotel Registration Confirmation

*State Leadership Conference - March 21-23, 2018*

Chapter: \_\_\_\_\_

Adviser(s): \_\_\_\_\_ Best time to be reached: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_, MI Zip: \_\_\_\_\_

The Hotel Reservations Office will mail a confirmation, within five business days, indicating when your registration was received with full pre-payment. **Full pre-payment is required before reservations are confirmed.**

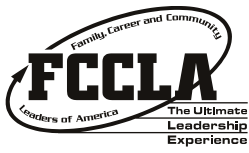
Date registration and full pre-payment was received: \_\_\_\_\_

Order in which registration was received: \_\_\_\_\_

Received by: \_\_\_\_\_

## Registration Procedures:

1. Housing forms must be typed!
2. Payment may be made with a school check, cash or credit card. If payment is accompanied by the enclosed, completed tax exempt form, you will be exempt from the 6% Michigan sales tax.
3. Room rates listed are per room, per night. The rate includes the Local 5% Lodging tax (*non exempt*).
4. Indicate the type of room desired. (Single/Double, Triple/Quad)
5. If you have arranged with another school to fill a quad room, please include the name of the school, in the remaining space, for that room. One school should be designated as responsible for the pre-payment of the shared room. The other school(s) should then pay the designated school directly.
6. Indicate if the room is a student or adult room by making the appropriate selection in the "Occupied By" field.
7. Full payment must accompany this form. Reservations will not be processed until full pre-payment is received.
8. Special requests are based upon the availability at the time the housing form and when full pre-payment is received at the hotel.
9. If you wish to pay for your rooms using a credit card, your credit card will be immediately charged for the total balance due.



Michigan FCCLA

# Hotel Registration Form

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**Deadline: February 23, 2018** *This Form Must Be Typed.*

Page \_\_\_\_\_ of \_\_\_\_\_

Chapter: \_\_\_\_\_ Adviser(s): \_\_\_\_\_

Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_

Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_

Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_ Room Type: \_\_\_\_\_

Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_ Occupied By: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Make additional copies as needed***

Notice to Hotel: Pre-register rooms and place Students on the same floor and close to their Adviser. All folios are to be marked "Cash in Advance."

Rooms are to be prepaid. Keys are to be prepackaged, by school, prior to check in. Only the Adviser may pickup the keys for the chapter.