



Hotel Registration Information

State Leadership Conference - March 20-22, 2019

Room Guidelines:

- All rooms have a two night minimum.
- All conference attendees must stay at the conference hotel.

Room Types:

- Single rooms have a king bed. *A maximum of 2 occupants may book this room type.*
- Triple/Quad rooms have two beds *Only rooms with 3-4 occupants may book this room type.*
- Maximum occupancy per room is four.
- The hotel may use their discretion with assigning room types based on the number of occupants in a room.

Sharing of rooms:

- Even if there are two adults sharing a room, you will be placed in a room with a king bed. *Double bedded rooms are assigned to chapters that have 3-4 occupants per room.*
- If you have arranged with another school to share a 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.

Arrivals and Departures:

- If your chapter arrives earlier than the official check-in time of 4:00 p.m., your rooms may not be ready, and you should plan accordingly.
- Departure is at Noon. Please vacate your rooms and place luggage in vehicles prior to the award session.

Payment Information:

- Email the forms to the email address listed on page 2.
- Full payment must be received by March 6, 2019. Reservations will not be processed until payment is received.
- Room rates listed are per room, per night. The rate includes the Local 5% Lodging tax (*non exempt*).
- Payment may be made with a school check, cash or credit card. 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 on page 2.
- If you wish to pay for your rooms using a credit card, your credit card will be immediately charged for the total balance due. Contact the hotel to pay with a credit card.
- Special requests are based upon the availability at the time the housing form and when full pre-payment is received at the hotel.



Hotel Registration Checklist

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

- Checklist Page (This Page) or an official, completed Michigan Tax Exempt Certificate Form**
 - *Unless a completed Tax Exempt Certificate is returned with forms, you will be charged the 6% sales tax, which is in addition to the costs listed on page 2.*

- Completed Hotel Registration Form (Page 3)**
 - *Please make sure you have listed contact information:*
 - *Email address*
 - *Direct phone number and extension*
 - *Fax number*

- Rooming List (Page 4)**
 - *Make additional copies as necessary.*

- 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 Registration Form

State Leadership Conference - March 20-22, 2019

Deadline: February 20, 2019. This form must be returned with guest room pre-payment by the deadline date.
This form must be Typed.

Chapter: _____ Phone: _____

Adviser(s): _____ Email: _____

Email completed form to:
 valleyplazasales@gmail.com

Phone: 989-496-3710

Checks payable to: Valley Plaza Resort
 Mail payment to: Attn: Bethany Bartlett
 5221 Bay City Road
 Midland, MI 48642

Estimated Time of Arrival: March 20, 2019 at _____ p.m. All rooms depart Friday March 22, 2019 at Noon

	<i># of Nights</i>		<i># of Rooms</i>		<i>Rate per Night</i>		
Best Western Rooms							
Single 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. Singles have one king bed. Triple/Quads have two beds.

Single 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.

***Listed prices 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):



Hotel Registration Form

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Deadline: February 20, 2019 *This Form Must Be Typed.*

Page _____ of _____

Chapter: _____ Adviser(s): _____

Single rooms have a king bed. 1-2 adults may occupy this room type.

Triple/Quad rooms have two beds. **Only rooms with 3-4 occupants may book Triple/Quad Rooms.**

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



Hotel Conduct & Courtesy Guidelines

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. This includes going to breakfast in the hotel.
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