



# Hotel Registration Checklist

## State Leadership Conference - March 16-18, 2022

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 Information

---

## *State Leadership Conference - March 16-18, 2022*

### **Room Guidelines:**

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

### **Room Types:**

- One King Bed Room - *A maximum of 2 occupants may book this room type.*
- Two Queen Bed Room - *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 the Hotel Registration Form (page 3) **by February 17, 2022.**
- **Full payment must be received by March 4, 2022.** 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 Form

## State Leadership Conference - March 16-18, 2022

**Registration Deadline: February 17, 2022**

**Payment Deadline: March 4, 2022**

**All conference attendees must stay at the conference hotel.**

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

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

**Email completed form to:**  
valleyplazasales18@gmail.com

Phone: 989-496-3710

Remit payment to: Best Western Valley Plaza Inn  
Attn: Roberta Frederickson  
5221 Bay City Road  
Midland, MI 48642

**Estimated Time of Arrival: March 16, 2022 at \_\_\_\_\_ p.m. All rooms depart Friday March 18, 2022 at Noon**  
*Guest room check-in time is 4:00 p.m. Rooms may not be ready prior to 4:00 p.m.*

**There is a 2 night stay minimum for all rooms.**

	<i># of Nights</i>	<i># of Rooms</i>	<i>Rate per Night</i>			
One King Bed Room _____	x	_____	x	\$ 98.69*	=	\$ _____
<i>One King Bed rooms are for 1-2 adult occupants.</i>						
Two Queen Bed Room _____	x	_____	x	\$ 98.69*	=	\$ _____
<i>Two Queen Bed Rooms are for 3-4 occupants only.</i>						

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

Full pre-payment must be received by March 4, 2022. Reservations will not be processed until payment is received. Payment may be made with a school check, cash or credit card. Send this form with the payment to ensure payment is applied to the correct chapter.

**\*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):

\_\_\_\_\_

\_\_\_\_\_



# Hotel Registration Form

## State Leadership Conference - March 16-18, 2022

**Deadline: February 17, 2022** *This Form Must Be Typed.*

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

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

One King Bed rooms are for 1-2 adult occupants.

Two Queen Bed Rooms are for 3-4 occupants. **Only rooms with 3-4 occupants may book the two Queen Bed 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. Do not change rooms with a friend; you must stay in your assigned room. Your parents may call looking for you, and the hotel should be able to connect them to the proper room.
2. Students may not have a member of the opposite sex in their room unless the chapter advisor is present.
3. 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.
4. Window curtains should be drawn when lights are on in your room. Be completely dressed if your curtains are open.
5. Be completely dressed according to the Michigan FCCLA Dress Code any time you're outside of your own room.
6. 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.
7. Do not prop your door open. An open door invites strangers in.
8. We are not the only guests in the hotel. Do not let your door slam when you enter or leave your room.
9. 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.
10. Be courteous to all other hotel guests on the elevators/escalators. Because it's 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.
11. Do not overcrowd elevators. Excessive weight causes them to shut down, thus slowing the process of moving everyone from floor to floor. Hotels often charge the chapter a repair fee, if elevator malfunctions or room damage are found to be caused by horseplay, roughhousing, or excessive jumping.
12. 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 piled on the bed, and towels in the bathtub.
13. You may not order any food deliveries after curfew. This includes deliveries from room service and off-property restaurants to both adult and student rooms.
14. When dining in the hotel or neighboring restaurants, please remember the following guidelines for gratuities; 15% of bill for good service and 20% of bill for great service.