

HOTEL RULES AND REGULATIONS

The **chaperones have primary responsibility** for ensuring the behavior of the church group members. Hotel personnel have only secondary responsibility for assure compliance with these guidelines.

All church groups must have their own security staff to assist at least two (2) chaperones for every five rooms of twenty group members, and to monitor or police guest room floors to ensure other guest in the Hotel are not disturbed by the church guest noise from the hallways.

Church chaperones or group leaders are only allowed to call Housekeeping for additional items, i.e., towels, wash cloths, hand towels, pillows. Only the number of guests on the group's rooming list will be provided in-room linens/amenities (one set per guest) or up to four sets per guest room.

The Hotel **curfew is 11:00 p.m.** Church Chaperones must be positioned at strategic areas to assure that noise is kept to a minimum and to prevent vandalism. Church chaperones are required to conduct bed checks in order to assure that all curfews are obeyed. **No group member is allowed to loiter in hotel, guest room, or hallways to wait for chaperons for entry to their guest room. If a youth is found out in the halls after the curfew, the chaperone will be called and ask to report to the Security Office to pick up the individuals. Youth who are found to be outside their room after the curfew hour must be accompanied by an adult chaperone. Alcoholic beverages are not permitted.**

Harassment of other guests may result in **IMMEDIATE EXPULSION** from the hotel property. This includes **NOISE MADE IN HALLWAYS TO/FROM GUEST ROOMS**. If other **guest complain that noise is an issue** and must be moved to another floor or reimbursed for their say, **the Church Group will be responsible for reimbursing the Hotel.**

Rowdiness in the elevators, stairwells, hallways, rooms or other public areas will not be tolerated.

The Church Chaperones will be responsible to enforce that no switching of rooms by Group members occurs without first official notification to the Hotel Front Desk.

It is a FEDERAL OFFENSE to activate a false fire alarm, or sprinkler within a guest room. Offenders will be EXPELLED from the property and prosecuted for damages.

Hotel Management reserves the right to EXPEL THOSE GUEST RESPONSIBLE FOR VANDALISM, DESTRUCTION OF PROPERTY, AND/OR EXCESSIVE NOISE OR ROWDINESS.

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| Name of Youth Group _____ |
| Name of Chaperone _____ |
| Phone Numbers _____ |
| Name of Chaperone _____ |
| Phone Numbers _____ |
| Name of Chaperone _____ |
| Phone Numbers _____ |
| Name of Chaperone _____ |
| Phone Numbers _____ |
| _____ |
| We/I acknowledge that we/I (Chaperone(s)) read and reinforced to our group the importance of adhering to the Hotel Rules and Regulations and that should any incident occur while residing in the Hotel involving the above group, We/I will assume total responsibility. |
| Chaperones Signature _____ Date _____ |
| Chaperones Signature _____ Date _____ |
| Chaperones Signature _____ Date _____ |

We recommend that prior to allowing your youth to check in the room that Chaperone(s) check the rooms thoroughly to make sure all items are in the room (pillows, phone, etc.).

cc: Security