

2018 ASC Region 1 Construction Management Competition Hotel Room Request Form – Student Teams & Faculty Coaches

ASC Competition Reservation Policy:

All schools must make hotel arrangements through the ASC Region 1 Hotel Reservations Coordinator and is responsible for providing payment and information in a timely manner.

Judges and Industry Participants must make reservations directly with the hotel.

School:

Main Contact:

Phone:

Email:

Desired Payment Method:

Credit Card:

Purchase Order:

Check:

- Payments will be processed directly with the hotel after the Verification process.
- Purchase orders not accepted for charges totaling less than \$500.

Process & Schedule:

10/8 All room request forms due to Coordinator via email

10/10 Coordinator will issue a room summary for verification

10/12 Verification received by Coordinator/ Hotel Notified of Rooms

10/23 All payments to have been received by Hotel

10/26 Faculty & Student Room Assignments due to Coordinator via email

11/8 Check-in is at 4pm Thursday.

ASC Hotel Coordinator Contact:

Wayne Sheppard - wsheppard@pct.edu - (570) 320-2400 - Fax: (570) 320-2406

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Complete for each team you will be sending and return to the Coordinator. Place the number of each type of room needed for each night in the chart.

School Name		Student Rooms		Faculty Rooms	
		2 Double Beds \$116/ night*+	Rent Table & Chairs? \$30 Fee (Yes or No)	2 Double Beds \$116/ night*	1 King Bed \$116/ night*
Commercial Team	Thurs., Nov. 8 th				
	Fri., Nov. 9 th				
	Sat., Nov. 10 th				
Heavy/ Highway Team	Thur., Nov. 8 th				
	Fri., Nov. 9 th				
	Sat., Nov. 10 th				
Design-Build Team	Thur., Nov. 8 th				
	Fri., Nov. 9 th				
	Sat., Nov. 10 th				
Preconstruction Team	Thur., Nov. 8 th				
	Fri., Nov. 9 th				
	Sat., Nov. 10 th				

*Prices do not reflect taxes, fees or other charges which at the time of contract were approximately \$17 per night.

+Each team will have one of the Double rooms assigned as the competition room.

Teams are responsible for their own folding table and chairs for the competition. These can be rented from the hotel for a flat rate of \$30 which includes 1 folding table with table cloth and 6 banquet chairs. Place a YES or NO in the space above if your teams will be renting tables and chairs and the fee will be added to the overall bill.

EARLY CHECK-IN: Check-in is 4:00pm. The hotel will make every effort to get teams into their competition rooms as soon as possible! This is dependent upon when previous guests check-out and the cleaning schedule. Since rooms are pre-assigned in advance based on competition team category moving rooms to other available rooms is not an option.

LATE CHECK-OUT cannot be guaranteed in advance. Teams can request a late check-out when registering at the desk at check-in but again, this is dependent upon reservations for incoming guests.