

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 are responsible for providing payment and information in a timely manner.

Judges and Industry Participants should use the separate Industry form.

School:			
Faculty Contact:			
	Name	Phone Number	Email
Other Contact:			

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.

Notes:

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Process & Schedule:

[Submissions gladly accepted earlier!]

- 10/1 All room request forms due to Coordinator via email
- 10/2 Coordinator will issue a room summary for verification
- 10/6 Verification received by Coordinator/ Hotel Notified of Rooms
 - >>> Hotel will reach out to primary contact for direct payment
- 10/12 All payments to have been received by Hotel **(Last day of group rate guarantee)**
- 10/22 Faculty & Student Room Assignments due to Coordinator via email
- 11/12 Check-in is at 4pm Thursday.

ASC Hotel Coordinator Contact:

Wayne Sheppard - wsheppard@pct.edu - cell: (570) 651-3003

2026 ASC Region 1 Construction Management Competition Hotel Room Request Form – Student Teams & Faculty Coaches

Complete for each team you will be sending and return to the Coordinator by 10/1/2026.
Place the number of each type of room needed for each night in the chart.

School:										
Directions: Enter the number of rooms needed per team per night for students and faculty. Also request hotel provided tables and chairs if desired.	Student Rooms 2 Double Beds \$125/ night +			Rent Tables & Chairs? \$125 Fee per Team	Faculty Rooms 2 Double Beds \$125/ night +			Faculty Rooms 1 King Bed \$125/ night +		
	Thursday November 12 th	Friday November 13 th	Saturday, November 14 th		Thursday November 12 th	Friday November 13 th	Saturday, November 14 th	Thursday November 12 th	Friday November 13 th	Saturday, November 14 th
Commercial Team										
Heavy-Civil Team										
Design-Build Team										
Preconstruction Team										
Open: Concrete Solutions Team										
Open: Mass Timber Team										
Other (add note)										

Notes:

*Prices do not reflect taxes, fees or other charges which at the time of contract were approximately \$23 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 \$125 which includes 1 folding table with table cloth and 4 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.