

KANSAS FCCLA STATE LEADERSHIP CONFERENCE MARRIOTT HOTEL HOUSING FORM

RESERVATIONS MUST BE MADE VIA HOUSING FORM—PHONE RESERVATIONS WILL NOT BE ACCEPTED
EMAIL HOUSING FORM TO: melissa.evans@wichitamariott.com
MAIL CHECK/P.O. DIRECTLY TO HOTEL
CUT-OFF DATE IS MARCH 11, 2022 or UNTIL SLEEPING ROOM BLOCK IS FULL

Check-in time is after **4:00 PM** and check-out at **11:00 AM**. Any schools that check-out later than 11:00am will be charged a full day room & tax.

Please circle below which specific nights you need rooms.

4/03/2022	4/04/2022	4/03/2022 & 04/04/2022
Sunday night only	Monday night only	Both Sunday and Monday

Name of Hotel: Wichita Marriott Hotel
 Address of Hotel: 9100 Corporate Hills Drive, Wichita, KS 67207
 Phone Number of Hotel: 316- 651-0333
 Room rate: \$109.00 per room + 8.75% Occupancy Tax = **\$118.54/room/night**
 (State Tax Automatically Excluded. Please include state tax form.)
 Room type: 2 queen beds – up to 4 people
 1 king bed with sofa sleeper – 2-3 people

School:	Advisor:
Address:	Phone No.:
City/State/Zip:	Tax Exempt No.:
Arrival Date/Time:	Departure Date:
Email:	P.O.#:

You will receive a response via email from the hotel confirming your reservations or if the requested rooms are unavailable.

Circle Method of Payment: **Cash** **School Check**
 School PO **Direct Bill** **Credit Card**

- **CANCELLATION POLICY: ALL CANCELLATIONS MUST BE RECEIVED BY 5:00PM Monday, March 28, 2022**
- **UPDATES IF APPLICABLE WILL BE ENTERED HERE**
- MICROWAVES NOT AVAILABLE IN ROOM. HOWEVER, THERE IS A MICROWAVE IN THE LOBBY SHOP FOR ALL GUESTS
- DAILY HOUSEKEEPING SERVICE IS MANDATORY
- 1 SET OF TOWELS PER REGISTERED GUEST PER DAY
- THE HOTEL EXPECTS EACH GUEST TO BEHAVE WITHIN THE CODE OF CONDUCT GUIDELINES WHICH INCLUDE REASONABLE CONDITION OF CLEANINESS IN EACH SLEEPING ROOM. THE HOTEL RESERVES THE RIGHT TO REMOVE THE GUEST FROM THE PROPERTY AND/OR SEEK RESTITUTION FROM THE GUEST IF THEY DISPLAY BEHAVIOR OUTSIDE OF THIS CODE OF CONDUCT.

PLEASE ENSURE YOUR STUDENTS ARE AWARE OF THIS INFORMATION. THANK YOU!

School Name: _____

Please list the advisor in the first room. (Duplicate form as needed & number pages.)

	Delegate Name	Student/ Adult	Male/ Female	Room Type Request
Example	Jones, Mary	A	F	King <i>or</i> Double/Double
Room#	1.			
	2.			
	3.			
	4.			
Room#	1.			
	2.			
	3.			
	4.			
Room#	1.			
	2.			
	3.			
	4.			
Room#	1.			
	2.			
	3.			
	4.			

Please copy this page of the form if more rooms are needed.

CODE OF CONDUCT

The Hotel desires to provide a safe and relaxing atmosphere for our guests. To that end the hotel requires that all guests adhere to a code of conduct that ensures that noise is kept to a reasonable level and unacceptable behavior is curtailed. The code of conduct includes but is not limited to excessive noise, intoxication, vulgar language or activities that cause damage to hotel property. Kansas Family, Career and Community Leaders of America agrees to advise its group, team, guest or attendees of the code of conduct.

In the unlikely event that you, members of your group, team, guest or attendees fail to adhere to the code of conduct, the hotel reserves the right to ask the violators of the code of conduct to vacate the premises. Additionally, should the Hotel incur additional cost associated with the unacceptable behavior, the hotel reserves the right to seek restitution from the registered guest violating the code of conduct.