

# HOTEL AND MEALS

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**Hotel and meal assignments will be sent out separately once payment in full has been received.** Meals are usually scheduled at your assigned hotel whenever possible unless the hotel does not have a restaurant large enough or cannot accommodate your school for other reasons. In this case, a restaurant will be assigned in the proximity of the hotel.

If desired, additional meals or nights of housing can be arranged. Prices for any changes or any additions will be quoted upon request.

**Hotel Room List Forms are the last two documents in this section. There is a form for 4 to a room and a form for 6 to a room in a suite's property.**

**All hotel accommodations are based on quad occupancy for students and double occupancy for adults. Single and triple room rates will be quoted upon request.** On the Hotel Rooming List Forms, please list the students by groups of four and the adults by groups of two. If staying in a suite property- students will be six to a room. It is important that these forms be completed at least 45 days prior to the festival. Please send one copy to the **MUSIC USA FESTIVALS** office, and keep one copy for your records.

## HOTEL CHECK-IN PROCEDURES

It is always a good idea to phone the hotel approximately one hour prior to arrival so that hotel personnel can properly prepare for a smooth check-in. This is especially important if your arrival is going to be ahead of or behind schedule.

Thirty (30) days prior to departing for the festival, please call **MUSIC USA FESTIVALS** with your final count of participants. All group rooms will be pre-registered, and the director must verify the final actual number for any additional participants or rooms used which were not reflected in your final count.

## HOTEL CHECK-OUT PROCEDURES

It is recommended that chaperones or room captains check all student rooms upon check-out to be certain that no personal belongings are left behind. Be sure to look under beds, on balconies, in bureau drawers, in closets, and behind shower curtains. These are the most common places where items are overlooked. Please be sure the room captains return all keys promptly at check-out.

Additional hotel expenses such as phone calls charged to rooms, room service, damage charges, etc., incurred by members of your organization must be paid to the hotel prior to departure. Failure to do so will result in direct billing by the hotel to your school.

## EARLY CHECK-INS, LATE CHECK-OUTS

Check-in and check-out times must coincide with each particular hotel's policy unless otherwise allowed by special arrangement. Normally, groups are required not to check in before 4:00 p.m. on the day of arrival and must check out before 11:00 a.m. on the day of departure. Mornings are a very busy time for hotels. Guests are checking out as late as possible, and housekeepers have the huge responsibility of thoroughly cleaning all rooms in time for the next guest's check-in. As a result, most hotels are hesitant to guarantee rooms ready for early check-in, especially for groups who need a large number of rooms. Quite simply, it is a logistical problem.

In instances where groups are forced to arrive early and students are tired from riding all night, most hotels will try to make some rooms available for changing clothes until the remainder of the rooms are ready for occupancy. **Whenever possible, though, we recommend timing your group's arrival to coincide with check-in times.**

## ROOM ASSIGNMENTS

**MUSIC USA FESTIVALS** realizes that the location of your group's rooms in a hotel is very important. As a general rule, visiting groups prefer the following considerations.

1. Rooms should be blocked together as closely as possible.
2. Girls' rooms and boys' rooms should be separated by floors.
3. Chaperone rooms should be placed on each end of the string of rooms. They should also be interspersed among student rooms. **Please indicate on room list where you want adults by placing them in the order you prefer and putting an \* by all adult names.**
4. Avoid using ground-level rooms or ones with two entrances.
5. Be aware of how rooms are situated in proximity to exits, elevators, and staircases. Always place an adult room within full view of such exits.
6. Accompanying parents or friends who are **not** chaperones should be placed in a different locale in the hotel other than near the student rooms.

Hotels used by **MUSIC USA FESTIVALS** are very experienced in hosting student groups and are well aware of the above considerations and try to cooperate whenever it is logistically possible. Yet, this is an area where **MUSIC USA FESTIVALS** always "gets caught in the middle." Very few, if any, hotels are in a position to pre-assign actual room numbers far in advance due to a number of continuously changing factors in the reservations department. Quite often, a reservationist will know in advance which wing or floors will be used for the group, but the actual assigning of room numbers cannot be done until the day the group arrives. The individual who charts hotel rooms has a very complicated job with a great deal of pressure--especially during the high-occupancy spring months.

If the hotel's room assignment is not suitable, the director can assign specific students to specific rooms upon arrival. **MUSIC USA FESTIVALS** will be happy to pass your requests concerning room assignments to your hotel, but we cannot exert undue pressure on them.

Due Date: Forty-five (45) days prior to performance. Please fax to: 386-575-2357

Music USA Festivals  
1780-5 Doyle Rd.  
Deltona, FL 32725  
Phone: (800) 654-3018

**HOTEL ROOMING LIST**  
(Please Type or write in black ink)

School Name: \_\_\_\_\_ Festival Location: \_\_\_\_\_

On this page: # Students \_\_\_\_\_ # Chaperones/Directors \_\_\_\_\_ # Drivers \_\_\_\_\_ Festival Date: \_\_\_\_\_

# Nights \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date \_\_\_\_\_ Time: \_\_\_\_\_

***Please indicate chaperone rooms in sequence where desired for security and/or separation of males/females: indicate these chaperones with an \*. Number the rooms in the order in which you would like them to be placed in the hotel. Keep in mind that you may wish to have chaperones interspersed throughout the room set-up.***

PLEASE TYPE OR PRINT CLEARLY

Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____
Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____
Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____	Room # _____ 1. _____ 2. _____ 3. _____ 4. _____

PLEASE MAKE ADDITIONAL COPIES AS NEEDED

Due Date: 45 days prior to performance Fax to 386-575-2357

Music U.S.A.  
1780-5 Doyle Rd.  
Deltona, FL 32725  
Phone: 1-800-654-3018

**SUITES PROPERTY (Accommodates 6 per room) HOTEL ROOMING LIST**  
(Please Type or write in black ink)

School Name: \_\_\_\_\_ Festival Location: \_\_\_\_\_

# Students \_\_\_\_\_ # Directors/chaperones \_\_\_\_\_ # Drivers \_\_\_\_\_ Festival Date: \_\_\_\_\_

# Nights \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date \_\_\_\_\_ Time: \_\_\_\_\_

**Please indicate chaperone rooms in sequence where desired for security and/or separation of males/females; indicate these chaperones with an \*.** Number the rooms in the order in which you would like them to be placed in the hotel. Keep in mind that you may wish to have chaperones interspersed throughout the room set-up.

**PLEASE TYPE OR PRINT CLEARLY**

Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Room # _____  1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

PLEASE MAKE ADDITIONAL COPIES AS NEEDED