

Fall Best of the Midwest Tournament

Standardized Housing Rules

- ✓ Absolutely no direct phone calls to hotels or national toll-free reservation hotlines for reservations. The Lake County Convention & Visitors Bureau is the official housing bureau for this tournament and any violations are grounds for tournament disqualification! Reservations can be made online at www.lakecountycvb.com/housing 24 hours a day/7 days a week. Please call 1-866-481-5253 or e-mail housing@lakecountycvb.com with your team name, contact information, number of rooms requested and a phone number to reserve a block of rooms. Office hours to reach someone by phone are Monday through Friday, 8:00am – 5:00pm CST.
- ✓ Teams will be placed into the hotel of choice on a first come, first serve basis. Room types are not guaranteed and are based on availability. Hotels will do their best to honor all special requests, however they are not guaranteed.
- ✓ All cancellations must be done seven (7) days prior to arrival or deposit of one night's room and tax will be forfeited. All changes and cancellations should be directed to the housing bureau at 1-866-481-5253 or by sending an email to housing@lakecountycvb.com.
- ✓ Only one room should be reserved under one individual's name. If more than one room is reserved under the same individual's name, a different rooming list for each room should be supplied.
- ✓ When a block of rooms is reserved for a team, each room reserved should be listed under a different name and that individual's credit card number. If one credit card is listed for an entire block of rooms, that individual is responsible for those rooms.
- ✓ It is recommended that you guarantee your room with a credit card and not a debit card. Most major hotel companies utilize credit and debit card authorizations as a standard practice. The issuing bank/credit card company governs the release of an authorization hold, and the release time varies according to each company's individual policies. Therefore, if used as a guarantee those funds being held in your checking account may not be available for other purposes.
- ✓ One adult is responsible for each room and assignments need to be stated clearly on rooming list BEFORE arrival.
- ✓ Adults must supervise participants and any children under the age of 19 years old at ALL times.
- ✓ Most properties have a *mandatory* quiet time and curfew. After such time, an adult must accompany children under the age of 19 years old.
- ✓ The hotel property must know the primary coach/supervisor for each team and a contact number should be provided.
- ✓ Adults who are supervising children should refrain from drinking alcoholic beverages.
- ✓ A one warning policy will be in effect. Guests will receive one warning before being asked to leave. If a guest is asked to leave, no refund will be issued for the remainder of the stay. Warnings will be done in writing so there is no discrepancy.
- ✓ Primary coach/supervisor is responsible for his/her group knowing the above rules.
- ✓ If a team is eliminated and they check out after the hotel's designated check out time, they will be charged for the full evening.
- ✓ Hotels may have their own rules that will be presented and must be agreed to at time of check-in.