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To: Athletic Directors of Competing Volleyball Schools

From: Andi Osters, Assistant Director

RE: Housing in Battle Creek for Volleyball Finals

Date: November 2023

Congratulations on your Regional Volleyball Championship. I wish your team the best in the Quarterfinal match tonight. The following information is to clarify the housing which is available for the Final Tournament.

1. The form attached must be received by the Calhoun County Visitors Bureau by **10:00 am on Wednesday, November 15**. If the form is not received by said time, there is no guarantee of housing at the venue.
2. To guarantee your rooms, you must provide credit card information. If credit card information is not provided, your room will NOT be reserved.
3. The room block is for only those schools participating in the Semifinals and Finals.
4. A credit card will hold your room block. The hotel will accept credit card, cash and school check or money order for payment. No personal checks or PO accounts will be accepted.
5. The available rooms are reserved for the "Team" and not the support group following your team. Additional housing is available at other locations.

## ROOMING LIST

TEAM NAME: \_\_\_\_\_

Email this form to Jay Gladstone at [jay@battlecreekvisitors.org](mailto:jay@battlecreekvisitors.org)

Room #1

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Room #5

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Room #2

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Room #6

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Room #3

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Room #7

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Room #4

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Room #8

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Teams are guaranteed up to 8 rooms initially, any remaining rooms will be divided up equally with all teams. (or given to those teams requesting additional rooms.)

## MHSAA Team Rooming List - 2023

1. Please complete and email it to [jay@battlecreekvisitors.org](mailto:jay@battlecreekvisitors.org)
2. A credit card will be needed to hold the reservations; a different form of payment can be used upon arrival (i.e. cash, credit or cashiers check) No personal or non-guaranteed checks.
3. Confirmation numbers will be emailed to the Main team contact and/or coach after rooming list is received.
4. Please print legibly and complete form in its entirety.
5. Your main contact at the Visitors Bureau is Jay Gladstone. Direct Line: 269-420-5973

Team Name: \_\_\_\_\_ Tax Exempt Y/N: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

Main Contact name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Coach name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# Of Rooms needed: \_\_\_\_\_ Number of Pages you are faxing: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Card Type: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Team Rep/ Main Contact Name	Number of rooms	Occupants Per room	Arrival Date	Departure Date **

**The main team contact or team rep will need to be available at check in to check the team in and hand out room keys.**

**\*\*We understand your departure date is hard to predict, but please include a date and note that it can be changed later. During your stay, if you realize that you will need to depart earlier or stay an additional night, please communicate that with the hotel's front desk staff.**

**\*In order to be exempt for the 6% state sales tax, please send in the school's tax ID letter.**