



LODGING GUIDELINES AT CAPITOL AREA CONFERENCE CENTER

CONFIRMATION

To confirm the space for your function, an advance deposit of 50% of the estimated food and beverage cost is required. **Space held on a tentative basis will not be considered confirmed without a deposit.** The estimated balance of payment is due and payable ten (10) days prior to the event. Any credit due will be refunded by check within fifteen (15) business days.

CHECK IN/CHECK OUT POLICY

All Event Participants must be registered upon arrival to the campus. During registration you will be given your room assignment, event information, and event card for access to all meeting, lodging and meal areas. If you plan to have a car on campus, you will be asked to fill out a parking permit form.

Check-in time is 3:00 p.m. unless special arrangements have been made in advance through the Conference Center. Check-out time is 11:00 a.m. Any participants failing to vacate the rooms on time will be charged for an additional night of housing.

To assist us with your checkout, please place your sheets and towels in your pillowcase and leave them outside your door. Your folded blanket and pillow with pillow cover can be left on your bed. **Do not remove mattresses,**

pillows, or blankets from the room. Before departure, we request that you note any problems on the evaluation sheet furnished for your use. It is very important to include the name of your event, dates of use, and the location of your room (dormitory name, floor, etc.).

LINENS

Clients who have contracted for linen service, CACC has provided each client with two sheets, a pillowcase, blanket, pillow, two towels, and a washcloth in addition to a plastic cup and a bar of soap. Anyone missing any of these items must contact CACC only. Do not remove items from other beds or rooms. Please refer to the group's name and room number so our service personnel can respond in a timely manner.

CANCELLATION POLICY – PENALTY

In the event of a cancellation of any function, assessments of the estimated housing/meeting room rental will be based as follows:

AMOUNT OF ADVANCE NOTICE	AMOUNT OF PENALTY
30 days or less prior to the event	50% of the anticipated housing/meeting room revenue
31-59 days prior to event date	25% of the anticipated housing/meeting room revenue
60 days or more prior to event date	Full refund

KEYS

A conference center representative will issue room keys for each guest at registration or to the Client's event coordinator. All issued keys must be returned by 11:30 a.m. the day of departure. Anyone failing to return a key will be charged \$50.00 for replacement and re-keying services. However, this fee may be reduced (at the discretion of CACC) if the key is returned before re-keying takes place.

DORM ACCESS

The main doors to all dorms will be unlocked from 7:00 a.m. – 11:00 p.m. and from 11:00 p.m. - 7:00 a.m. each day. It will remain in a controlled state, which will require use of an Event/Access card to gain entry to the building.

DAMAGES

The Client shall reimburse CACC if any of the client's participants, guests or contractors is found responsible for any damages, loss or liability incurred by CACC before, during, or after the event.