

# Hotel Information

## Red Lion Hotel on the River – Jantzen Beach

**All conference attendees must stay at the Red Lion Hotel on the River – Jantzen Beach during SCDC.**

### Reservation Due Date

Hotel reservation forms (I, J and K) **must be received** at the Red Lion Hotel on the River – Jantzen Beach by **January 21, 2010**.

### Reservations

- You must make reservations directly with the hotel, NOT with Oregon DECA.
- Reservation preference requests will be first-come, first-serve.
- Rooms are blocked for the Red Lion Hotel on the River – Jantzen Beach. Red Lion will send confirmations of rooms directly to you.
- Hotel arrangements for the state officers will be made by the Executive Director.

### Room Rates

Double Occupancy (one bed)    **\$ 108.00 per night**

Quad Occupancy (two beds)    **\$ 123.00 per night**

- Riverview upgrades \$15.00 additional
- Rollaway beds are available for \$15.00 + tax per night on a space available basis.
- Rates do not include the 12.5% room tax.
- If you request a suite, you will be charged a suite rate, which is significantly more than the rates published on this page (i.e., \$250.00-\$300.00 per night).

### Mailing or Faxing Forms

Mail or fax your Hotel Reservation Form (I), Hotel Rooming List (J), and Hotel Billing Form (K) to:

Reservations Manager  
 Red Lion Hotel on the River – Jantzen Beach  
 909 N Hayden Island Dr  
 Portland, OR 97217  
 ph: 503.283.4466  
 fax: 503.283.4743

### Hotel Policy

According to the contract with the Red Lion, *the unused portion of Oregon DECA's room block will be released after January 21, 2010 to general sales*. Reservations received after the cut off date will be subject to availability, and conference rates for late registrations are not guaranteed.

## Phone

There is a charge per phone call made from the room.

## Rooming

- You may request to have students from other schools room with your students if you include this information on your housing request form. There is no guarantee that all requests will be met.
- You will be responsible to pay for each student's share of the room even when there are fewer than four to a room. If you request to room with a particular school, that school must also request to room with your school.

## Parking

There is parking available in the hotel parking lot. Arrangements for buses or large (tall) vehicles need to be made with Red Lion in advance. Student participants who drive to the conference should follow school policy and will not be allowed to use their car during the conference (especially to transport others). Oregon DECA discourages student drivers. Advisors allowing student drivers need approval from local school district.

## Hotel Check-In

- Room keys will be given to each chapter advisor for distribution to their group upon arrival and registration. It is very important that each advisor keep a record of their students' rooms.
- Any change in room assignments should be called into the hotel before the conference. Any last minute room assignment changes should be made on your copy of the room assignment and handed to the front desk clerk. Your room assignment will already have been made and keys ready for you when you check in after 3:00 p.m. This will expedite the process.
- Adults will receive priority to double rooms (one bed).
- Advisors need to check all rooms before giving students keys or designate the responsibility to someone. The room check should be for any damaged or missing property. The hotel will charge your chapter for any damages found at check out.

## Hotel Check-Out:

- Check out time is 12:00 noon. If a chapter wishes to rent a room for their own use for changing and luggage storage, arrangements should be made with the hotel. A master account will be set up for each chapter itemizing individual room charges. The chapter advisor may either pay their chapter's bill or sign for billing upon departure, if credit arrangements have been made in advance with the hotel.
- Any damage to rooms during SCDC stay will be charged to the chapter, which used the room. Any damage found when you check in must be reported to the hotel and conference headquarters immediately or your chapter may be billed.
- If the guest room is excessively dirty in comparison to the normal such use of these rooms, a service fee of \$20.00 per hour will be charged to the *occupants* of that room.