

Housing Process for Imperial Session

There are two ways to obtain sleeping rooms during any Imperial Session of Shriners International; the basic procedures for both are outlined in this document.

HEADQUARTERS' HOTEL(S)

1. Each Temple **may be allotted between 12 and 15 rooms** in one of the headquarters' hotels – these rooms are neither blocked nor reserved until a completed reservation form for each room requested has been received and each reservation requested must be for at least a four (4) night stay.
2. The process for reserving rooms in a headquarters hotel begins in early February, the year of the session, after all of the Temples have submitted their election returns. Once our database has been updated with the newly elected representatives a mailing; which will include the sleeping room reservation form, and an info sheet will be mailed to the individuals categorized below.
 - a. Emeritus Representatives
 - b. Elected Representatives
 - c. Temple Recorders and Treasurers
 - d. Colorado Corporation Members
 - e. Imperial Marshal's Aides

If there are others from your Temple who plan to attend the session and do not fall into one of these categories, it will be necessary for the **Temple office** to request a housing form on their behalf. Do not have individual Nobles contact headquarters for forms. As the reservation will count towards the Temple's total room allotment, they must go through the Temple office. Upon receipt of the request, a sleeping room reservation form will be e-mailed to the Temple for distribution to those individuals.

3. The deadline for returning the completed sleeping room reservation form is March 31 and while normally we can still place reservations after this date, **we cannot guarantee that rooms will be available or that individuals from a Temple will be in the same hotel as the other Temple attendees.**
4. **SUITES:** A request for suite information may be made no sooner than the prior year's session. Temple Potentates or their designee may stop by the headquarters' office to request that suite information be e-mailed to them when available, this will be after the initial mailing and placement of regular sleeping rooms, typically early May. The request will be noted and dated. This notation, in effect, becomes your "place in line" to receive the information via e-mail. The information will be e-mailed in order of date requested, in groups of approximately 4 or 5 Temples. Once the information has been e-mailed, you'll have approximately 3-4 days before the information is e-mailed to the next group of requestors. Suites, at this point, will be assigned first come, first served, based on availability. All requests must be made either in person at the preceding session or by contacting the office of the Director of Conventions in Tampa by phone: 813-281-0300 Ext. 3066 at any time **after** the conclusion of the previous year's session. **Requests for suites noted on reservation forms will not be considered if you have not previously made a request as noted above.**
5. **Two important things to note:**
 - a. Picking up a suite in the main headquarters hotel will not guarantee the balance of your reservations in that hotel. Therefore, prior to suite information being e-mailed, all reservations submitted will be assigned to a hotel and you will only receive suite information for the hotel to which you have been assigned. Reservations are entered into the headquarters' hotels as they are received so it is very important to submit your reservations as early as possible. **DO NOT HOLD SLEEPING ROOM RESERVATIONS FOR SUITE ASSIGNMENTS.** *Please note: You must be certain to have an existing reservation in place, with the correct dates, for the individual who will occupy the suite. This room will be converted to the suite, should you choose to secure a suite. I will be unable to add additional rooms at that time.*
 - b. Requesting a specific headquarters hotel does not guarantee you will be housed in that hotel. The request will be considered but reservations are placed as they are received. Once a hotel is full, we will then start placing reservations in the next hotel, it is very possible to have attendees from the same temple end up in different hotels. i.e. – if the Temple has 10 total room requests submitted and 2 of those were received in mid-February with the balance being received in late March those reservations will more than likely end up in different hotels.

OUTSIDE HOUSING THROUGH THE LOCAL HOUSING COMMITTEE

1. The local housing committee will begin the process of housing for outside hotels (those hotels not considered to be headquarters hotels and other housing facilities i.e. RV parks and campgrounds) 24 months prior to their session. The local committee will host a housing office during each of the preceding two sessions. (i.e. – for 2022, Temples can meet with the local housing committee at the session in 2020 and 2021)
2. Any Temple Potentate for the year in question who intends to utilize more than 12 rooms should contact the local housing committee (their contact information will be posted on the local session website) to make an appointment. Please remember hotel assignments will be made on a first come, first serve basis so make your appointments early.
3. When you meet with the housing committee, you will be required to pay a binder (registration) fee of \$20.00 per room before you will be assigned a hotel. (i.e. – If you are requesting 75 rooms you will need to have a check payable to that year's convention corporation in the amount of \$1,500.00)***
4. Once you have been assigned a hotel, you will negotiate your room requirements with the hotel and you will sign a contract directly with that hotel. At this point you or your designee will be responsible for assigning rooms to your attendees and submitting the reservations to the hotel in order to fulfill your obligated room block based on your contract. **IMPORTANT:** If you are housing in an "outside" hotel **do not** submit a completed session reservation form to the headquarters office, we do not book the rooms in outside hotels. To avoid misunderstandings/unnecessary follow-up, please mark NO on the reservation form and return, as noted on the form.

***Please see the General Order # 1 - Special Convention Notice and Accommodations for Future Imperial Sessions of Shriners International for a more detailed explanation of the housing process for outside hotels. Please pay particular attention to the section on housing as it relates to making your housing arrangements through the housing chairman. Failure to comply with the regulations as outlined in the General Orders may affect the participation of the Temple's units in the competition(s) and parade(s).