

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. It is important to understand that this is not a Temple block. Temples cannot reserve a block of rooms in a headquarters' hotel.
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 and our database has been updated with the newly elected representatives, a mailing which will include a **Sleeping Room Reservation Form**, an info sheet and tentative schedule will be mailed to the individuals categorized below.
 - a. Emeritus Representatives
 - b. Elected Representatives
 - c. Current Potentates who are not Elected Reps
 - d. Temple Recorders and Treasurers
 - e. Colorado Corporation Members
 - f. Imperial Marshal's Aides

If there are others, from your temple, planning to attend the session (i.e. Grand Masters), who do not fall into one of these categories, it will be necessary for the Temple Recorder's office to request a housing form on their behalf. **Do not have individual Nobles contact headquarters directly for a housing form.** As the reservation will count towards the temple's total room allotment, they must go through the temple office. Upon receipt of the request, an electronic form will be e-mailed to the temple for distribution.

3. The deadline for returning the completed sleeping room reservation form is **March 31**, while we might be able to continue placing 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 to have suite information e-mailed to them when available. This will be after the initial mailing and placement of regular sleeping rooms, typically early to mid-May. The request will be noted and dated. This notation, in effect, will be your "place in line" and will determine the order of when the information is distributed. 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, and will be based on availability as allotted by the hotels. For the Imperial Session year 2025, requests can be made by contacting the office in Tampa by sending an e-mail to sessionreservations@shrinenet.org. **If you have not previously made a request, as noted above, requests for suites noted on reservation forms will not be considered.**
5. **Important things to note regarding suite reservations:**
 - a. Prior to suite information being e-mailed, all reservations submitted must be assigned to a hotel. You will only receive suite information for the hotel to which you have been assigned. Reservations are entered into the headquarters' hotels rooming list as they are received so it is very important to submit your reservations as early as possible. **DO NOT HOLD SLEEPING ROOM RESERVATION FORMS FOR SUITE ASSIGNMENTS.**
 - b. **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. Should you choose to secure the suite, this room will be converted to the suite reservation. If you decide not to reserve a suite, the reservation will be cancelled. The suite reservation will count against the allowable number of rooms, we will be unable to add additional rooms for suites.
 - c. 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 a Temple has 10 total room requests submitted and 2 of those were received mid-February with the balance received in late March, those reservations will more than likely end up in different hotels. Please keep this in mind when submitting forms.*

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 2027, temples can meet with the local housing committee at the session in 2025 and 2026)
2. Any Temple Potentate for the year in question who intends to utilize more rooms than allowable in a headquarters' hotel, 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. 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 reservation form to the headquarters office. This form is not a registration form, it is for hotel reservations only and headquarters does not facilitate reservations in overflow hotels.

*****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).**