



**WORLD CHEERLEADING ASSOCIATION 2009
GAYLORD OPRYLAND RESORT & CONVENTION CENTER
Room block request form for 5 or more rooms**

We are looking forward to hosting you for the 2008 World Cheerleading Competition. The Hotel is beautifully decorated for Christmas and special preparations have been made to make this year's event truly memorable.

You are responsible for informing your team of the rules and regulations.

Date	12/26	12/27	12/28	12/29	12/30	12/31
#Rooms need						
Premium/Traditional						

S/D/T/Q \$139/\$139/\$139/\$139

Traditional _____
Total per night with tax **\$162.70**

S/D/T/Q \$169/\$169/\$169/\$169

Premium _____
Total per night with tax **\$197.27**

NAME OF SQUAD OR SCHOOL _____

NAME OF COACH _____

ADDRESS _____ CITY _____

ST & ZIP _____ CELL# _____ WK# _____

FAX _____ EMAIL-required: _____

Credit card # _____ exp _____

Billing on rooms will be: (PLEASE SELECT ONE)

- Room, tax & all incidental charges to credit card _____
- Pay by check(deposit check must be received within 14days from booking) _____
- Room and tax only to credit card for the entire stay _____
- 1 night deposit to credit card & guest will pay own for the remainder of stay _____

A non-refundable one-night deposit for room & tax for each room is due upon receipt of this form. Please sign agreement:

**** ROOMS ARE NOT HELD UNTIL COMPLETED FORM IS SENT BACK IN TO HOTEL ****

*1 night deposit for the number of rooms need is required at the time of booking and it's non-refundable if rooms are not picked up or cancelled.

* All payment must be made by 1 check or 1 credit card number to hold a block of rooms.

*If you have TN tax forms please submit with Rooming list (must be paid by school check/cc)

*Rooming List is due no later than **November 10, 2009** or the rooms will be RELEASED and you must list the name of each person in each room.

***Final Payment is due December 10, 2009.**

***Bed type and room location can not be guaranteed**

Bed Type:

- Bed type and room location are unable to be guaranteed, but the Hotel will make every effort to block the squad as close to one another as possible.
- Gaylord Opryland's sleeping rooms are smoke free, there are no longer any "smoking" rooms
- **WCA requests for double beds will exceed the Hotel's inventory of double bedded rooms; therefore, we encourage attendees to take necessary steps to bring additional sleeping bags, extra pillows, blankets, etc... Due to changes in Fire Marshall laws, roll-away beds are no longer permitted to be placed in double/double bedded rooms.**
- **Due to State TN Fire code, we can't place a rollaway bed in a room with 2 double beds.**

Arrival Information:

Estimate Time of Arrival (ETA):	
Arriving by Bus or Individual Cars?	
Contact person responsible for picking up room keys for your squad *:	

* Please note: Only one adult from the group will be allowed to pick up the keys at check-in.

*You will be issued keys for all rooms on your team roster. If you've arrived prior to 3:00pm, not all rooms may be available. We will issue keys for those rooms that are ready. Please check back at the desk after 3:00pm for the additional rooms

- Should you arrive before 3pm, you will be directed to park in **Lots "D" and "E"** and then be shuttled to the Presidential Lobby where a Cheerleader Hospitality area is located.
- **All bus arrivals should go directly to the Presidential Lobby** upon arrival.
- Hotel Registration, after 3pm, will occur in a designated location and **only the Parent/Coach/Chaperone** should plan to come to the desk to check in. Squads should wait in vehicles or go to the Presidential Lobby
- A curfew of 11:30pm has been established. Any non-compliance could lead to the squad's elimination from the competition.

- After Registration, you will be directed to the parking areas nearest your rooms. Bell Attendants will be conveniently located to provide luggage assistance

Tax Exemption:

In order to be tax exempt, you would need to provide a TN Tax Exempt Form* or a Federal Government 501C3 Form**. A copy of the form must be received prior to December 10, 2008 and a School check must be used for payment.

* TN form exempts 9.25% sales tax only; still responsible for the 6% Hotel tax & \$2 city tax

** Federal 501C3 form exempts all the 9.25% sales tax, 6% Hotel tax & \$2 city tax.

*All phone and movie services have been turned off. If you or your team wishes to utilize these services, we ask that you provide a credit card or deposit at the front desk. The phones are programmed for in house calls only.

*No additional changes can be made at this time. Please remember, if you have (1) or (2) guests blocked in a room, you will receive a room with (1) bed. You will not be able to add bedding or upgrade to a (2) bed room.

*Many business guests, families and other conventioners will be staying at the hotel during the WCA Competition. Therefore, we ask that you do not cheer in the halls, run up and down the halls, randomly knock on hotel room doors, abuse the elevators or make excessive noise in your rooms. Our security team will address these issues in the following manner: first issue, the officer will contact you and ask that the situation be addressed with the room; second issue, the officer will ask that the room be vacated.

*Prior to checkout, please take the time to walk each of your guest rooms. The team will be held responsible for any damage or missing items. Please observe our check out time of 11:00 am. Due to the fact that your room keys will be deactivated at 11:00am on your departure date, we encourage you to store your luggage in the Ryman Exhibit Hall area prior to your departure. Rooms will be checked and a late charge of \$10+tax per hour per room will be charged to any group who has not vacated their rooms on time

*We want your team to experience the service at Gaylord Opryland Resort and Convention Center. In order to do so, we ask that the floor be clear of personal items to allow for vacuuming and the beds also be clear so the beds can be made

***Please inform your guest that they should not place their room key near their cell phones, as this may deactivate their room key**

I look forward to working with you. Please do not hesitate to contact me if you have any questions.

Yun Lim
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-2556 Fax: 615-871-5728
Email: ylim@gaylordhotels.com

/_____
Person Responsible signature/date