

HOTEL POLICY & INFORMATION FORM

Check-in time is 3:00pm & Check-out time is 12:00nn. Guestrooms must be vacated by this time to avoid a late departure fee automatically applied to guest's account. Please note that every effort will be made to accommodate 3:00pm check-in time but due to the very specific nature of the DECA guestroom requirements there may be delays.

We understand your guestroom type and floor location preferences are important to the success of your event. The front office team will do their best to accommodate all requests based on availability.

Upon arrival the teacher advisor only should go to the front desk to check in. Should rooms not be available luggage storage options will be made available. The teacher advisor will be the only one authorized contact to receive keys for their school. Keys must be picked up at the front desk. The front desk staff will advise how many guestroom keys have been issued – the teacher will be responsible for returning the same number of keys upon check-out. A \$5.00 charge per room will be applied to each school's master account for any unreturned keys.

Each school will need to indicate on their reservation form if they would like the students to have telephone access in their guestrooms. Otherwise, a \$3.00 charge will be applied to each guestroom to disable local and long-distance access. The advisor's guestroom phone will have full access.

Advisors please refrain from using any kind of tape on guest room doors. Any damage resulting in paint stripping will incur a charge.

Students are not permitted in any back of house areas. When in violation, students will be reported to DECA staff and will lose points as per "CODE of CONDUCT" established with the hotel.

"CODE of CONDUCT" – Security will be called if students are found committing the following acts and will be dealt with accordingly:

- ~ Causing a false fire alarm or acts which result in the fire safety of the hotel being compromised
- ~ Throwing any items from the guestroom windows
- ~ Vandalism to any hotel property
- ~ Having possession of hotel belongings
- ~ Being in Service areas of the hotel including staff elevators
- ~ Yelling, making any loud noises anywhere except for the Grand Ballroom
- ~ Pushing the off button to the escalators
- ~ Riding the escalator railings
- ~ Blocking the escalators/elevator landings
- ~ Not wearing proper attire (i.e. without shoes/shirts/pants)
- ~ Smoking in public spaces or attempting to purchase /drink alcoholic beverages

Violations may result in the following:

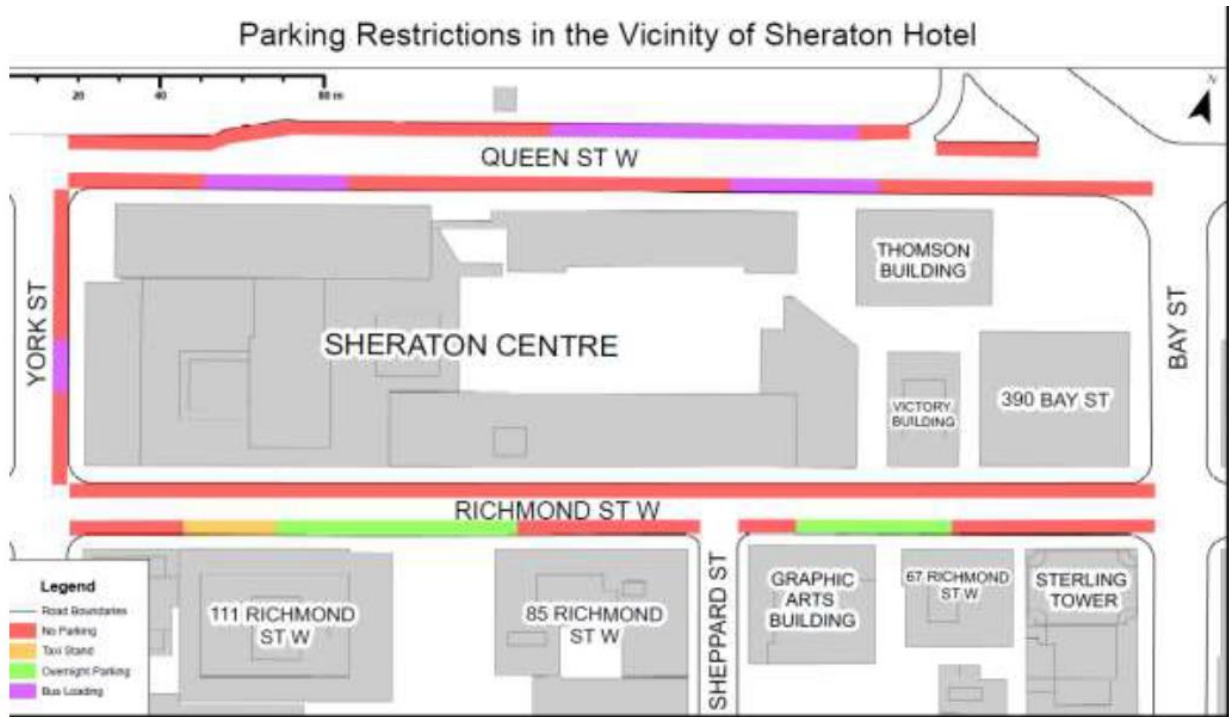
1. Incidents being reported to DECA staff, resulting in loss of points.
2. Additional charges being applied to schools
3. Eviction from the hotel.
4. Criminal charge

CHAPTER DINNER	
CHAPTER	TOTAL ATTENDEES
A.B. Lucas SS	39
Acton HS	5
Ancaster HS	64
Anderson CVI	9
Bell HS	22
Bishop Reding CSS	32
Bishop Tonnos CSS	18
Bluevale CI	85
Blyth Academy (Waterloo)	6
Brantford CI	8
Brother Andre HS	2
Cameron Heights CI	40
Cardinal Leger SS	12
Castlebrooke SS	45
Cawthra Park SS	37
Sheraton EF 6:15 PM-7:00 PM	424
Central Peel SS	48
Centre Wellington DHS	27
Chinguacousy SS	18
Christ the King CSS	12
Clarkson SS	18
David & Mary Thomson CI	10
Dunbarton HS	44
East York CI	2
Eastview SS	2
Eden HS	17
EL Crossley SS	8
Elmira DSS	12
Galt CVI	34
Georgetown DHS	14
Grand River CI	12
Birchwood + Pine 6:15 PM-7:00 PM	278

CHAPTER DINNER	
CHAPTER	TOTAL ATTENDEES
Guelph CVI	41
Harold M. Brathwaite SS	100
HB Beal SS	11
Heart Lake SS	36
Holy Cross CSS (Kingston)	12
Huron Heights SS (Kitchener)	18
Jacob Hespeler SS	21
John F. Ross CVI	20
London South CI	11
Louise Arbour SS	20
Provincial Ballroom 6:15PM-7:00PM	290
Loyalist CVI	11
John Fraser SS	87
Markville HS	105
Mary Ward CSS	32
Meadowvale SS	36
Civic Ballroom 6:15PM-7:00PM	271
Medway HS	18
Mississauga SS	18
Montcalm SS	5
Mentor College	42
North Park SS	119
Norwell DSS	4
O'Neill CVI	19
Orchard Park SS	10
Port Perry HS	16
Preston HS	39
Resurrection CSS	22
Ridley College	24
Saltfleet DHS	16
Sandwich SS	31
Saunders SS	7
St. John's-Kilmarnock School	20
Sheraton EF 7:15PM-8:00PM	410

CHAPTER DINNER	
CHAPTER	TOTAL ATTENDEES
Sir Frederick Banting SS	9
Sir John A. Macdonald SS (Waterloo)	90
St. Aloysius Gonzaga SS	56
St. Andre Bessette CSS	7
St. Marcellinus SS	51
St. Theresa of Lisieux CHS	51
Birchwood + Pine 7:15 PM-8:00 PM	264
Southwood SS	12
St. Michael's CSS (Stratford)	11
St. Paul SS (Mississauga)	16
St. Thomas Aquinas CSS (Oakville)	28
Streetsville SS	22
The Woodlands School	113
TL Kennedy SS	29
Town Centre PHS	23
Trinity College School	10
Civic Ballroom 7:15 PM-8:00 PM	264
Sinclair SS	61
Uxbridge SS	12
Villanova College (King City)	10
Waterloo CI	56
Wellington Heights SS	5
Westdale SS (Hamilton)	36
Westlane SS	12
Westmount CI (York)	60
Westmount SS (Hamilton)	18
Provincial Ballroom 7:15 PM-8:00 PM	270

Departure: all students are to remain with their teacher advisor. Schools with 10 rooms or less will be offered an option at check in to designate one advisor room in their block as luggage storage. Students can leave their luggage in this specific room until the group departs the hotel. All other schools should proceed to other designated luggage rooms listed below. Once the school bus has arrived all the students may then come down to the lobby and depart. Please refer to bus loading/unloading zones below and ensure this is communicated to the drivers. All schools must depart the hotel no later than 2 hours after the general session has ended. The hotel must be notified in advance and given an estimated departure time, if your school cannot vacate the premises in the allotted 2 hours.



Luggage Storage Rooms Saturday February 10:

SCHOOL	STORAGE HALL FEB 10
A.B. Lucas SS	Roosevelt
Acton HS	Advisor Room
Ancaster HS	Mackenzie
Anderson CVI	Advisor Room
Bell HS	Advisor Room
Bishop Reding CSS	Roosevelt
Bishop Tonnos CSS	Advisor Room
Bluevale CI	City Hall
Blyth Academy (Waterloo)	Advisor Room
Brantford CI	Advisor Room
Brother Andre HS	Advisor Room
Cameron Heights CI	Dominion
Cardinal Leger SS	Advisor Room
Castlebrooke SS	Chestnut
Cawthra Park SS	Cedar
Centennial CVI	City Hall
Central Peel SS	Cedar
Centre Wellington DHS	Advisor Room
Chinguacousy SS	Advisor Room
Christ the King CSS	Advisor Room
Clarkson SS	Advisor Room
David & Mary Thomson CI	Advisor Room
David Suzuki SS	City Hall
DECA Ontario	

SCHOOL	STORAGE HALL FEB 10
Dunbarton HS	City Hall
East York CI	Advisor Room
Eden HS	Advisor Room
EL Crossley SS	Advisor Room
Elmira DSS	Advisor Room
Galt CVI	Dominion
Georgetown DHS	Advisor Room
Grand River CI	Advisor Room
Guelph CVI	Provincial South
Harold M. Brathwaite SS	Pine West
HB Beal SS	Advisor Room
Heart Lake SS	Provincial South
Holy Cross CSS (Kingston)	Advisor Room
Huron Heights SS (Kitchener)	Advisor Room
Innisdale SS	Cedar
Jacob Hespeler SS	Advisor Room
John F. Ross CVI	Advisor Room
John Fraser SS	Linden
London Central SS	Provincial South
London South CI	Advisor Room
Louise Arbour SS	Advisor Room
Loyalist CVI	Advisor Room
Markville HS	Pine East
Mary Ward CSS	Dominion

SCHOOL	STORAGE HALL FEB 10
Meadowvale SS	Dominion
Medway HS	Advisor Room
Mentor College	Provincial South
Mississauga SS	Advisor Room
Montcalm SS	Advisor Room
North Park SS	Provincial South
Norwell DSS	Advisor Room
O'Neill CVI	Advisor Room
Orchard Park SS	Advisor Room
Port Perry HS	Advisor Room
Preston HS	Advisor Room
Resurrection CSS	Advisor Room
Ridley College	Advisor Room
Saltfleet DHS	Advisor Room
Sandwich SS	Advisor Room
Saunders SS	Advisor Room
Sinclair SS	Provincial North
Sir Frederick Banting SS	Advisor Room
Sir John A. Macdonald SS	Maple
Southwood SS	Advisor Room
St. Aloysius Gonzaga SS	Provincial North
St. Andre Bessette CSS	Advisor Room
St. Benedict CSS	Dominion
St. Paul SS (Mississauga)	Advisor Room
St. John's-Kilmarnock School	Advisor Room
St. Marcellinus SS	Dominion
St. Mary's CHS (Waterloo)	Advisor Room
St. Michael's CSS (Stratford)	Advisor Room
St. Roch CSS	Advisor Room
St. Theresa of Lisieux CHS	Dominion
St. Thomas Aquinas CSS	Advisor Room
Streetsville SS	Advisor Room

SCHOOL	STORAGE HALL FEB 10
Tanenbaum CHAT	Advisor Room
The Woodlands School	Birchwood
TL Kennedy SS	Advisor Room
Town Centre PHS	Advisor Room
Trinity College School	Advisor Room
Uxbridge SS	Advisor Room
Villanova College (King City)	Advisor Room
Waterdown DHS	Advisor Room
Waterloo CI	Dominion
Waterloo-Oxford DSS	Dominion
Wellington Heights SS	Advisor Room
Westdale SS (Hamilton)	Dominion
Westlane SS	Advisor Room
Westmount CI (York)	Maple
Westmount SS (Hamilton)	Advisor Room
White Oak SS	Chestnut

Student Lounges: WILLOW & SPRUCE – Mezzanine Level



I acknowledge all the regulations the Sheraton Centre Toronto Hotel has and will ensure students follow them. I will take responsibility for any damage caused by any student under my supervision and understand any charges for damage will be billed to the school's master account. Also, the school is responsible for unpaid penalties and other student charges including any guest room incidental charges.

Signature & Date: _____

Teacher Advisor & School Name: _____