



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

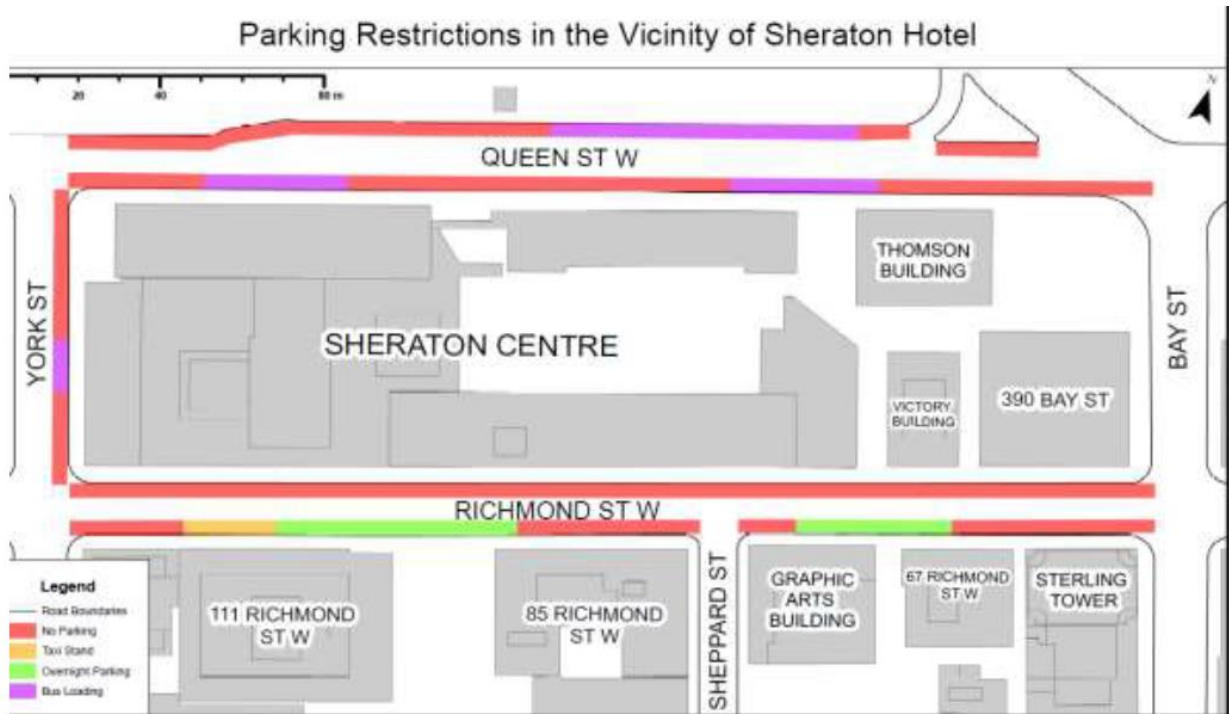
Violations may result in the following:

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 charges

CHAPTER DINNERS – FRIDAY FEBRUARY 11

DINNER TIME	CHAPTER	NOS	DINNER LOCATION	DINNER TIME	CHAPTER	NOS	DINNER LOCATION
6:15 pm - 7:00 pm	Ajax High School	15	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Albert Campbell	37	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Bayridge SS	12	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Bear Creek SS	11	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Bishop Reding CSS	19	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Bell H.S	22	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Bishop Tonnos CSS	19	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Bluevale	105	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Blessed Trinity CSS	19	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Cameron Heights	53	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Bur Oak SS	18	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Castlebrooke SS	63	Birchwood/Pine - Mezz
6:15 pm - 7:00 pm	Centennial CVI	65	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Cawthra Park SS	17	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Centre Wellington DHS	22	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Central Peel S.S.	60	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Christ The King CSS	18	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	David and Mary Thomson	7	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Clarkson SS	8	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	David Suzuki SS	50	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Eastview SS	7	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	DECA Ontario	13	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Eden HS	4	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Dr Norman Bethune CI	44	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Elmira District SS	21	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	East York CI	8	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Grand River CI	16	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	HB Beal SS	17	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Guelph C.V.I	39	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Louise Arbour SS	33	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Harold M. Brathwaite S.S.	78	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Mary Ward	38	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Heart Lake SS	30	Birchwood/Pine - Mezz	7:15 pm - 8:00 pm	Medway HS	17	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Holy Cross CSS (Kingston)	22	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Mentor College	39	Civic Ballroom - 2nd floor
6:15 pm - 7:00 pm	Huron Heights SS	21	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Monsignor Doyle CSS	43	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Innisdale SS	44	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Montcalm S.S.	7	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	J. Clarke Richardson Collegiate	36	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Norwell	2	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Jacob Hespeler	24	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Orchard Park Secondary	12	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	John F. Ross CVI	15	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Saunders SS	10	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	John Fraser SS	90	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Sinclair SS	75	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	John Fraser SS	90	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Sinclair SS	75	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm				7:15 pm - 8:00 pm	Sir John A. Macdonad SS (Waterloo)	120	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	London Central S. S	48	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	St Benedict CSS	50	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	North Park Secondary School	125	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	St. Roch CSS	23	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Our Lady of Mount Carmel S.S.	13	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	St. Thomas of Villanova	3	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Port Perry High School	18	Civic Ballroom - 2nd Floor	7:15 pm - 8:00 pm	Tanenbaum CHAT Wallenberg	3	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Preston High School	57	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	The Woodlands School	114	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Regiopolis-Notre Dame CSS	6	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Trinity College School	5	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Resurrection C.S.S.	24	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Vincent Massey SS	59	Sheraton Hall AEF - Lower Concourse
6:15 pm - 7:00 pm	Richmond Green S.S.	16	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm			
6:15 pm - 7:00 pm	Sandwich SS	34	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Waterdown DHS	21	Grand Ballroom Foyer - Lower Concourse
6:15 pm - 7:00 pm	Southwood Secondary	16	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Waterloo Collegiate Institute	51	Grand Ballroom Foyer - Lower Concourse
6:15 pm - 7:00 pm	St. Francis Xavier CSS	126	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Waterloo Oxford DSS	25	Grand Ballroom Foyer - Lower Concourse
6:15 pm - 7:00 pm	St. John Paul II C.S.S.	20	Sheraton Hall AEF - Lower Concourse	7:15 pm - 8:00 pm	Wellington Heights S.S	13	Grand Ballroom Foyer - Lower Concourse
6:15 pm - 7:00 pm	St. Marcellinus	57	Grand Ballroom Foyer - Lower Concourse	7:15 pm - 8:00 pm	Westmount CI	64	Grand Ballroom Foyer - Lower Concourse
6:15 pm - 7:00 pm	St. Paul CSS Mississauga	13	Grand Ballroom Foyer - Lower Concourse				
6:15 pm - 7:00 pm	St. Thomas Aquinas	32	Sheraton Hall AEF - Lower Concourse		Ridley Collge (No Dinner)		
6:15 pm - 7:00 pm	Streetsville	22	Grand Ballroom Foyer - Lower Concourse		St Marys (Dinner - Thurs - Norfolk Rm)	22	
6:15 pm - 7:00 pm	T.L. Kennedy Secondary S.S.	37	Grand Ballroom Foyer - Lower Concourse				
6:15 pm - 7:00 pm	Thorold SS	4	Sheraton Hall AEF - Lower Concourse				
6:15 pm - 7:00 pm	Turner Fenton Secondary	123	Grand Ballroom Foyer - Lower Concourse				
6:15 pm - 7:00 pm	Westlane Secondary School	25	Grand Ballroom Foyer - Lower Concourse				

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 11 :

SCHOOL	LUGGAGE STORAGE SAT FEB 11	SCHOOL	LUGGAGE STORAGE SAT FEB 11
Ajax HS	City Hall - 2nd Floor	Holy Cross CSS (Kingston)	Provincial - 2nd Floor
Albert Campbell CI	City Hall - 2nd Floor	Huron Heights SS	Provincial - 2nd Floor
Bayridge SS	City Hall - 2nd Floor	Innisdale SS	Provincial - 2nd Floor
Bear Creek SS	City Hall - 2nd Floor	J. Clarke Richardson CI	Provincial - 2nd Floor
Bell HS	City Hall - 2nd Floor	Jacob Hespeler SS	Provincial - 2nd Floor
Bishop Reding CSS	City Hall - 2nd Floor	John F. Ross CVI	Provincial - 2nd Floor
Bishop Tonnos CSS	City Hall - 2nd Floor	John Fraser SS	Provincial - 2nd Floor
Blessed Trinity CSS	City Hall - 2nd Floor	London Central SS	Provincial - 2nd Floor
Bluevale CI	Roosevelt - 2nd Floor	Louise Arbour SS	Provincial - 2nd Floor
Bur Oak SS	City Hall - 2nd Floor	Mary Ward CSS	Provincial - 2nd Floor
Cameron Heights CI	City Hall - 2nd Floor	Medway HS	Provincial - 2nd Floor
Castlebrooke SS	City Hall - 2nd Floor	Mentor College	Provincial - 2nd Floor
Cawthra Park SS	City Hall - 2nd Floor	Monsignor Doyle CSS	Maple - Mezz
Centennial CVI	City Hall - 2nd Floor	Montcalm SS	Maple - Mezz
Central Peel SS	City Hall - 2nd Floor	North Park SS	Maple - Mezz
Centre Wellington DHS	City Hall - 2nd Floor	Norwell DSS	Maple - Mezz
Christ the King CSS	City Hall - 2nd Floor	Orchard Park SS	Maple - Mezz
Clarkson SS	City Hall - 2nd Floor	Our Lady of Mount Carmel SS	Maple - Mezz
David & Mary Thomson CI	Churchill - 2nd Floor	Port Perry HS	Linden - Mezz
David Suzuki SS	Churchill - 2nd Floor	Preston HS	Linden - Mezz
DECA Ontario	Churchill - 2nd Floor	Regiopolos-Notre Dame CSS	Linden - Mezz
Dr. Norman Bethune CI	Churchill - 2nd Floor	Resurrection CSS	Linden - Mezz
East York CI	Churchill - 2nd Floor	Richmond Green SS	Linden - Mezz
Eastview SS	Churchill - 2nd Floor	Ridley College	Linden - Mezz
Eden HS	Churchill - 2nd Floor	Sandwich SS	Linden - Mezz
Elmira DSS	Provincial - 2nd Floor	Saunders SS	Linden - Mezz
Grand River CI	Provincial - 2nd Floor	Sinclair SS	Linden - Mezz
Guelph CVI	Provincial - 2nd Floor	Sir John A. Macdonald SS (Waterloo)	Mackenzie - 2nd Floor
Harold M. Brathwaite SS	Provincial - 2nd Floor	Southwood SS	Cedar - Mezz
HB Beal SS	Provincial - 2nd Floor	St. Benedict CSS	Cedar - Mezz
Heart Lake SS	Provincial - 2nd Floor	St. Francis Xavier SS	Cedar - Mezz

SCHOOL	LUGGAGE STORAGE SAT FEB 11	SCHOOL	LUGGAGE STORAGE SAT FEB 11
St. John Paul II CSS	Cedar - Mezz	Tanenbaum CHAT Wallenberg	Chestnut - Mezz
St. Marcellinus SS	Chestnut - Mezz	The Woodlands School	Chestnut - Mezz
St. Mary's CHS (Waterloo)	Chestnut - Mezz	Thorold SS	Birchwood - Mezz
St. Paul SS (Mississauga)	Chestnut - Mezz	TL Kennedy SS	Birchwood - Mezz
St. Roch CSS	Chestnut - Mezz	Trinity College School	Birchwood - Mezz
St. Thomas Aquinas CSS	Chestnut - Mezz	Turner Fenton SS	Norfolk - Mezz
St. Thomas of Villanova SS	Chestnut - Mezz	Vincent Massey SS	Birchwood - Mezz
Streetsville SS	Chestnut - Mezz	Waterdown DHS	Birchwood - Mezz
		Waterloo CI	Birchwood - Mezz
		Waterloo-Oxford DSS	Birchwood - Mezz
		Wellington Heights SS	Birchwood - Mezz
		Westlane SS	Birchwood - Mezz
		Westmount CI (York)	Birchwood - Mezz

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 : _____