

AYC Packet #3
Hotel & Meeting Spaces



**63rd Archdiocesan Youth Conference
Hotel Information and Meeting Spaces**



Hotel Accommodations

IMPORTANT

- All participants will be housed in the Hilton Americas and Embassy Suites.
- All Hotel Reservations with full payment must be submitted to OACE by **June 18, 2019**. Do not wait until this date to reserve rooms.
- **If rooms are not available and we must go into an overflow, parishes will be responsible for any possible hotel increase.**
- No phone reservations will be accepted. Please utilize the Hotel Reservation form.
- See the Housing Reservation form for hotel costs which include the required 11% occupancy tax.
- **VERY IMPORTANT:** All reservations and final payments must be made with a parish/school check, cashier's check, or money order. Everything is made payable to the **Office of Adolescent Catechesis and Evangelization**.
- If you have any clarifying questions or to make special requests after your forms have been submitted, contact the Office of Adolescent Catechesis and Evangelization.
- Due to our conference contract with the hotels, rooms cannot be released after **June 18, 2019**. Our room block and food and beverage agreement allows us to utilize meeting room space free of charge. Each time a group releases a room that takes us below our room block, we receive a penalty.
- If you decide to add, cancel rooms, you must contact the **Office of Adolescent Catechesis and Evangelization directly...not the hotel**. We do not anticipate an overflow in housing, however if an overflow hotel must be contracted, the affected parishes will be notified immediately.
- It is imperative that hotel reservations are submitted prior to the deadline to insure availability in the hotel.
- Participants should plan to be present for the entire weekend and stay at the conference hotel. Your room reservations and accommodations help to keep the overall conference registration fee low. **You may not release a room during your weekend**. For more information contact Randy Adams.

How are additional room charges handled?

- Payment for hotel rooms is the responsibility of each parish/school. Outside calls and pay-per-view movie channels will be blocked. Any additional charges **MUST** be paid before departing the AYC on Sunday. Room service will be available on a cash only basis.

Archdiocesan Housing Policies

- Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without adult supervision.
- Parishes may adopt one of two rooming arrangements for a double-double room:
 1. Two adult chaperones sharing one bed, with 2 youth sharing another bed (Hotel suites: two adult chaperones sharing one bed, with 2-4 youth sharing other beds).
 2. Youth only rooms without adults allowed with the following stipulations:
 - Systematic, night-long check-ins by adult chaperones
 - Clear communication and understanding of parental liability for delinquent actions
- Youth who are 18 and still in high school or recently graduated must be housed with other youth in the same age category.
- Adults may never be in a room alone with a youth.
- Bag searches must be conducted with parents present before arrival at destination.
- Additional bag searches may be conducted at destination as needed.

Housing Reservation Form
Archdiocesan Youth Conference July 26 -28, 2019
Hand Delivered by June 18, 2019

Parish/School Reserving Rooms: _____

Parish/School Contact (Attending AYC): _____

Parish/School Contact Email Address: _____

Work Phone: _____

Cell Phone: _____

Our 2019 Hotel assignments are the Hilton Americas (Main Hotel) and Embassy Suites.

Full payment is due at the time of reservation

Make checks payable to the Office of Adolescent Catechesis and Evangelization. An email confirmation will be sent to the person reserving rooms once it is received at OACE.

Please check the desired hotel

Hilton Americas

Number of Rooms Requested:

Kings: _____

Doubles: _____

Total Rooms: _____

Full Payment for Hilton Americas: Rooms _____ x \$296:

Total Amount: \$ _____

Check # _____

Embassy Suites

Number of Rooms Requested (please give the numbers you need). Breakfast is included in the cost of this hotel.

Full Payment for King Standard Suite (Sleeps 4):

Number of Rooms: _____ x \$420 =

Total Amount \$ _____

Full Payment for 2 Queen Park View Suite (Sleeps 6):

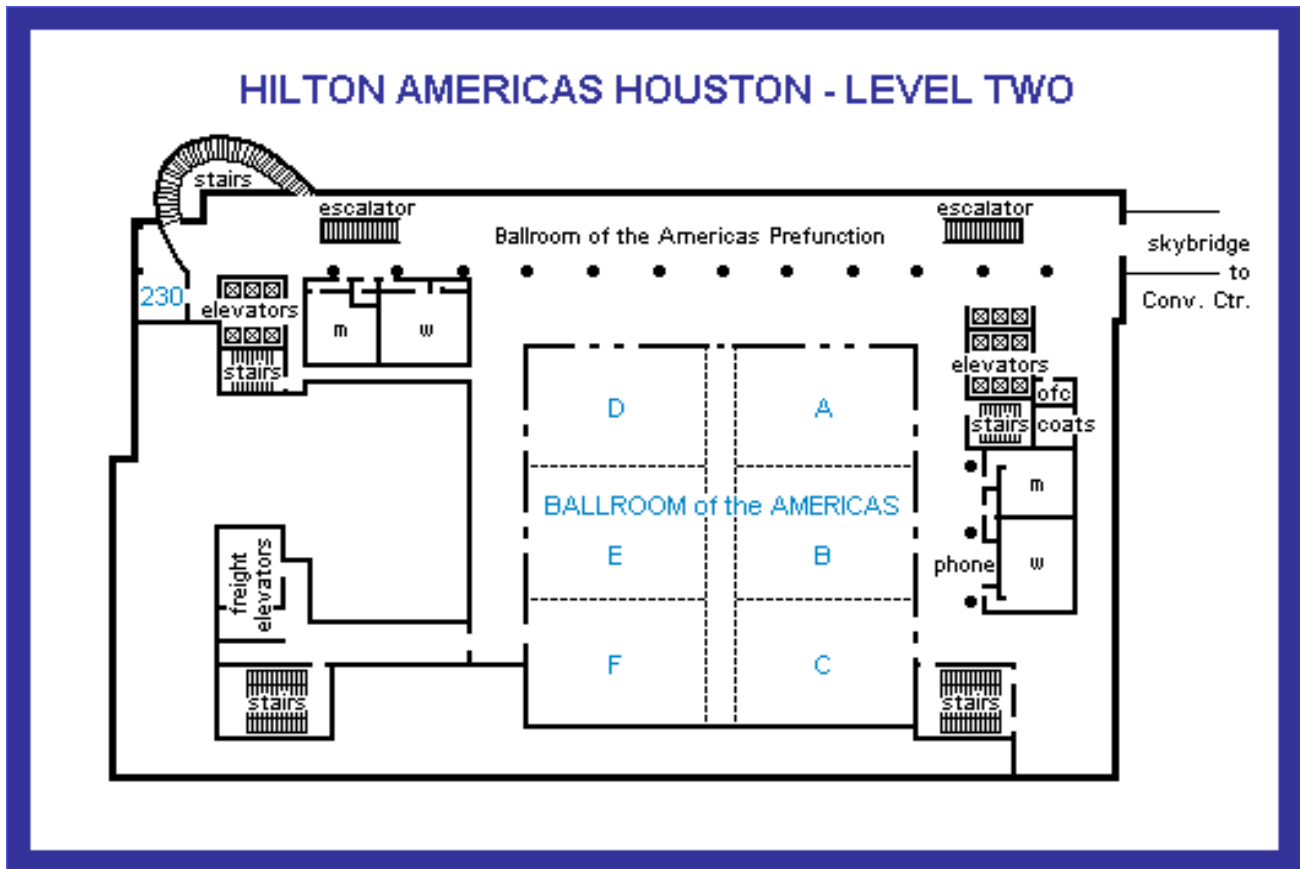
Number of Rooms _____ x \$465 =

Total Amount \$ _____

Send this form and deposit to:

Office of Adolescent Catechesis and Evangelization
AYC Housing
2403 Holcombe Blvd,
Houston, TX 77021

Tentative Conference Meeting Space

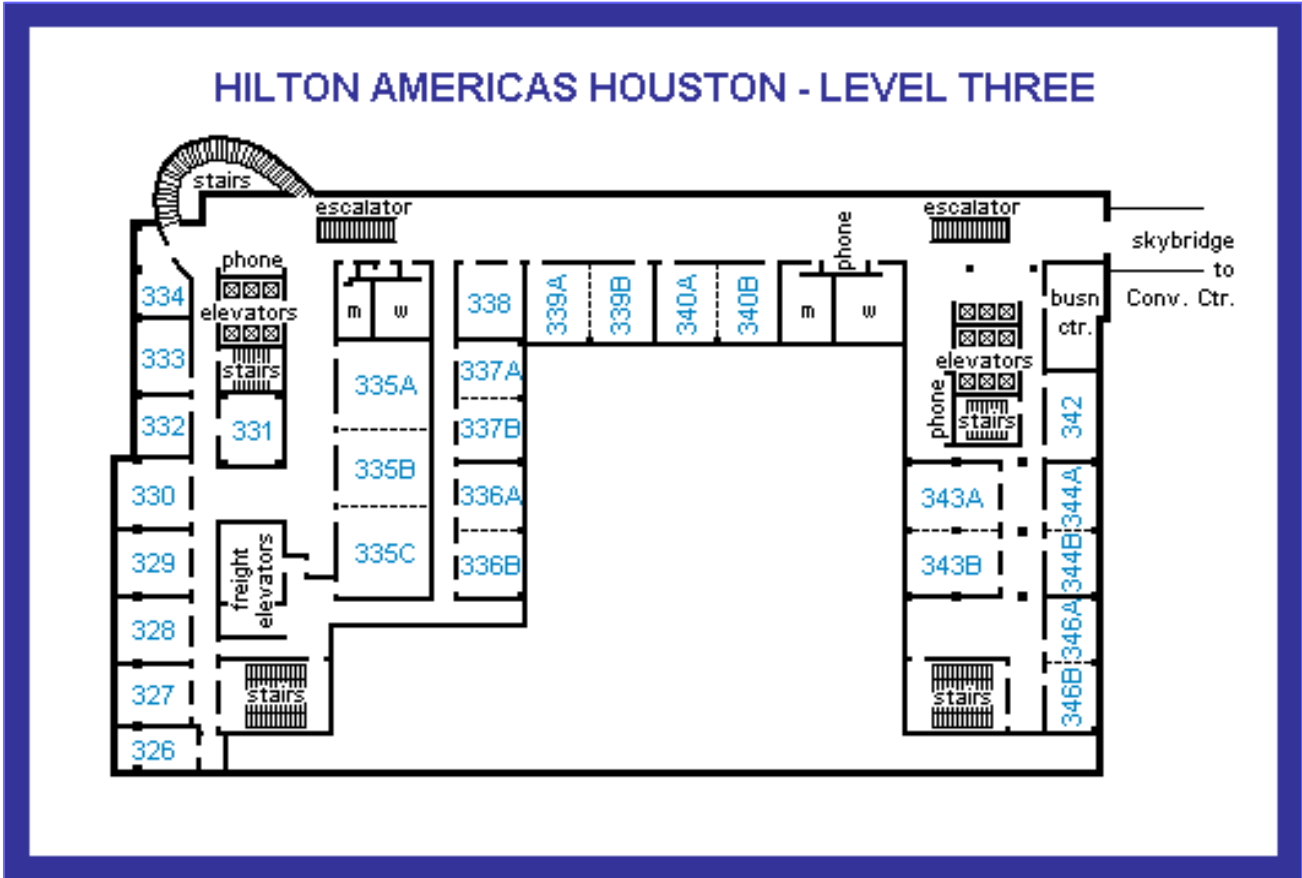


Ballroom of the Americas: Bayou Village (Friday)
 Baggage Storage (Friday)
 Reconciliation (Friday)
 Exhibitor (Friday)
 Parish Breakouts (Friday)
 Catechetical Sessions (Saturday)
 Dinner (Saturday)

Pre-function Area

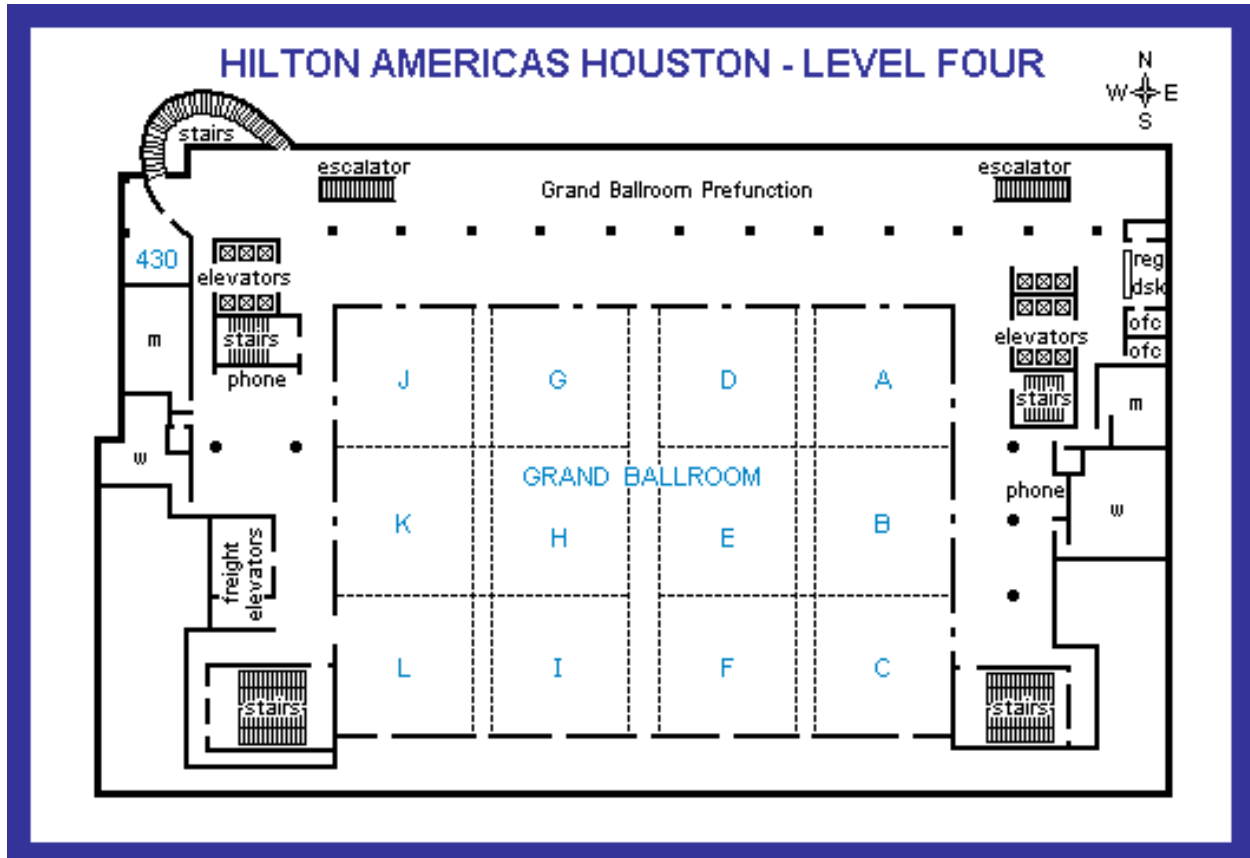
Parish Breakouts (Weekend)

Tentative Conference Meeting Space



Various Rooms	Catechetical Sessions (Saturday)
Room 338	Breakout Rooms
Pre-Function	Chapel (Entire Weekend)
	Parish Breakouts (Weekend)

Tentative Conference Meeting Space



Registration Desk:	Conference Registration/ T-shirts Conference Information Lost and Found
Lanier Ballroom:	General Sessions Exhibitors: Ballroom Pre-function Catechetical Sessions (Saturday): Grand Ballroom Mass (Saturday and Sunday)
Room 430	First Aid

Notes