



Housing Policy for the 2024 U.S. Synchronized Skating Championships February 21-24, 2024 | Las Vegas, Nevada

In order to receive a hotel assignment and the housing information each team must agree to the following Housing Policy in place for the Event via the [Hotel Room Request & Guarantee Form](#) (the “Form”).

[Click Here for Hotel Room Request & Guarantee Form](#)
[Click here for the Room Block & Rooming List Template](#)

U.S. Figure Skating has contracted with one official hotel, the Orleans Hotel & Casino for the 2024 U.S. Synchronized Skating Championships (“the Event”). Teams are required to request rooms at the official hotel through the designated request process. The process and policies for booking are outlined below and must be agreed to in order to receive hotel rooms at the official hotel. Teams booking outside this process and room block will be subject to additional penalties. If you have any questions regarding this form, email housing@usfigureskating.org. Please complete the Form by January 28, 2024 by 11:59 pm (MT).

Housing Policy

- This housing policy must be signed by an authorized representative from the team.
- **Team Room Block and Rooming List Requirement:** Teams advancing to the Championships are required to book housing through U.S. Figure Skating via the Form. Any team that is found to have booked rooms outside the Form (even if booked at the official hotel) will be assessed a penalty of \$1,000 per team and must be paid upon checking in to the competition.
- **Request Form and Advancement:** All teams eligible to advance to the Championships are asked to complete the Form, and attach to the Form using the [Room Block and Rooming List request template](#) (1) a team room block request showing the number of rooms requested per night and per room type, and (2) rooming list for the requested room block. Files MUST be in excel format. Teams will only receive hotel room assignments at the official hotel if they advance to the Championships. Teams that do not advance to

the Championships will not be provided with hotel accommodations nor will they be held liable to any policy outlined herein.

- **Guarantee/Attrition:** Please note that teams that advance to the Championships will be responsible to pay for 90% of their requested room nights regardless of use. By submitting the Form and achieving advancement to the Championships, your team is guaranteeing that it will use and pay for at least 90% of the total room nights requested through the Form and gives USFS explicit authorization to charge the credit card listed on the Form if your team fails to pay the Hotel directly for the greater of 90% of the total room nights requested or the actual room nights used.
- **Housing Information/Payment:** Advancing teams must provide payment information for each room (in addition to providing the credit card as a guarantee on the Form) and complete the booking process for all rooms in your team block within 48 hours of receiving additional instructions on how to book hotel rooms from the official hotel. Failure to complete the booking process and submit payment by this date will result in unpaid rooms automatically being released back to the general housing block. Regardless of any such releases, your team is still responsible for paying for 90% of the room nights requested on this Form.
 - Teams that will be paying for its hotel rooms via individual credit card payments will be sent a booking link from the official hotel based on the room block submitted to U.S. Figure Skating. Each individual on the team will need to book his/her room through the booking link and secure it with a credit card within 48 hours of receipt of the booking link.
 - Teams that will be paying for all of its hotel rooms with one credit card will have its rooms booked based on the rooming list submitted to U.S. Figure Skating via the Form and then will receive a credit card authorization form from the hotel's booking coordinator that must be submitted within 48 hours of receipt.
- **Holding of Rooms:** Rooms are held from the moment an advanced team is advanced. Teams will not receive a final confirmation directly from the hotel for their booking until you complete your bookings directly with the official hotel. Rooms will only be released if 1) the team requests that rooms be released from their block by emailing the housing service or 2) the team fails to complete the bookings through the housing portal link and/or provide a form of payment by the deadline. Regardless of any such releases, your team is still responsible for paying for 90% of the room nights requested on the Form.
- **Additional Hotel Requirements:** After bookings are finalized, your team may be subject to additional forms (such as Code of Conduct and hotel payment forms) and policies directly from the hotel. Your team is responsible for completing these items fully and in a timely manner.
- **Communication:** All communications, prior to receiving either a booking link (for individual pay team rooms) from the official hotel or contact information for the official hotel's booking coordinator (for teams paying for rooms with one credit card), must be made by the primary contact for the team block to housing@usfigureskating.org and include the Team Name – Level the inquiry is for. All communications after receiving your hotel booking link or contact information for the official hotel's booking coordinator must be made by the primary contact for the team block to official hotel's booking coordinator (email to be sent at a later date) and include the Team Name - Level the inquiry is for with a copy to housing@usfigureskating.org.

- **Function Space:** U.S. Figure Skating *will not* be organizing any function space on behalf of teams. Function space is *not guaranteed* to be available at the official hotel. After your team has advanced, please email housing@usfigureskating.org to receive contact information for the official hotel's function space coordinator to see if function space is available for your use.
- **Requests:** Special requests are NOT guaranteed.

Booking Process Summary

- Beginning Wednesday, January 17, 2024 at 12:00pm ET, the event housing request Form will open.
- For consistency, teams must be listed/referred to as <Team Name> - <Level> (ex. Starlights – Junior) in all locations such as the block request or any email inquiries.
- One authorized and accredited person (Team Manager or Coach) should be established as the primary contact for the team block. The same primary contact may be used on multiple team blocks.
- Team room blocks are for skaters, chaperones, and team personnel only.
- Each team (i.e. Skyliners – Juvenile, NOT by organization) must submit their own housing request form.
- After Jan. 29, 2024 (Advancement Day) teams will receive additional housing information on a rolling basis.
- After receiving your additional housing information, you will be required to complete booking by providing detailed room information and payment information within 48 hours of receipt of additional information from the official hotel.
- Advancing teams are responsible for 90% of all room nights initially requested on the Form and will be required to pay for those room nights even if the team's request changes after completing this Form. No exceptions will be allowed. DO NOT request rooms if you are not planning on staying at the official hotel.

Official Hotel

[Orleans Hotel & Casino](#)

4500 West Tropicana Avenue
Las Vegas, NV 89103

The official hotel is connected to The Orleans Arena.

Room Rates (for single to quad occupancy):

- Sun, Feb 18th - Thurs., Feb 22nd: \$55.00 + \$36.99 Resort Fee + taxes (currently 13%)
- Fri, Feb 23rd and Sat, Feb 24th: \$150.00 + \$36.99 Resort Fee + taxes (currently 13%)
- Sun, Feb 25th: \$55.00 + \$36.99 Resort Fee + taxes (currently 13%)
- **NOTE: Breakfast is NOT included in the above listed Room Rates.**