

HOTEL INFORMATION

Conference Dates - March 18-21, 2023



Washington Plaza Hotel
10 Thomas Circle --- Washington, D.C. 20005

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American Student Association of Community Colleges
National Student Advocacy Conference

Room Information

Hotel Rooms are available for ASACC guests at the following rates: \$199 for single occupancy, \$240 for double occupancy / \$265 for triple occupancy per night, plus taxes, currently at 14.5%. Rooms have 2 double beds or 1 king bed, there are no roll-away or sofa beds available.

Check-in time is 3:00 pm and check-out time is 12:00 pm. High speed wireless internet access is complimentary in all ASACC guest rooms and the hotel lobby.

Reservations

Hotel reservations must be made no later than **FEBRUARY 22, 2023**. However, the room block will fill quickly and rooms are subject to availability. Rooms scheduled after the block is filled or after February 22, 2023 will be at the hotel regular rates, *so schedule your rooms early!*

All reservations must be guaranteed with a major credit card at the time the reservation is made or an advanced deposit equal to the cost of one's night room and tax. If you plan on paying through check or wire transfer the entire stay amount must be received 14 days in advance.

To make the check-in process more efficient, please make the reservation in the name of the person staying in the room. Attached is a form you can submit to the hotel if you would like.

You may make reservations the following ways, our group code is **American Student Association of Community Colleges:**

- call 202-842-1300 / 800-424-1140
- Complete the attached form and email it to asifuentes@washingtonplazahotel.com or fax to 202-371-9602

Cancellations

Reservations must be cancelled by 3 pm --- EST; 72 hours prior to arrival. Cancellations made after that time will have a penalty of one night stay plus taxes.

If you are canceling rooms, please contact our offices before canceling them. There are often colleges that have a need for rooms after the hotel deadline and we may be available to utilize your extra rooms.

Questions/Problems

Should you have any problems with obtaining a reservation, please contact the ASACC office at 801-368-2289 or jen@asacc.org

AMERICAN STUDENT ASSOCIATION OF COMMUNITY COLLEGES

2279 North University Parkway #165 --- Provo, UT 84604
801-368-2289 * www.asacc.org

Washington Plaza Hotel - 10 Thomas Circle,NW, Washington DC 20005, 202-842-1300

All information must be typed. The hotel will not accept hand written rooming lists.

Conference Name:	American Student Association Community College
School Name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Payment Type (Credit Card/Check/PO/Wire Transfer):	
Parking (Specify # of vehicles and type (car, van, mini bus)):	

A credit card authorization must be completed in order to hold the rooms regardless of final payment type.

Check, PO, or wire transfer must be received no later than 14 days prior to group arrival.

Bedding/Occupancy Types:					
Single=ONE BED for one person					
Double=TWO BEDS for two people					
Triple=TWO BEDS for three people					

Note: Guests must share existing bedding. Hotel does not have roll aways or cots.

Cancellation Policy: Rooms may be cancelled (or changes of arrival/departure date) until 3pm, 72 hours prior to the arrival date.

Names may be changed at any time.

ROOM #	GUEST NAME (LAST, FIRST)	ROOM OCCUPANCY	CHECK IN DATE	CHECK OUT DATE
	Smith, John			
Example	Booth, Rita	Double	2/14/2018	2/18/2018
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				