

## LODGING OVERVIEW

Cadets will be housed at Staybridge Suites in Las Cruces. Full per diem is authorized. Cadets are responsible for their lodging reservations and costs. For reservations contact the Staybridge Suites office and inform them that you are a White Sands Missile Range Academy Cadet at:

**Commercial: (575) 521-7999**

**Fax Commercial: (575) 382-7009**

[sslas Cruces@lodginghost.com](mailto:sslas Cruces@lodginghost.com)

### **RESERVATIONS METHOD:**

**Individual- Call in attendees**

To obtain Client's group rate, individuals in the group (or travel agents) must make room reservations by calling (505) 521-7999 24 Hours a day, being sure to identify Client's name. All Reservations must be guaranteed with a credit card or an advance deposit of the first night's room and tax to hold the group room reservation. Reservations made through Travelocity.com, Expedia.com, Hotels.com, Orbitz.com do not count toward group room block, history or pick up.

### **RESERVATIONS METHOD:** **Board Members/Suites**

**Rooming List- Staff / VIPS/**

If Client's group wishes to submit a rooming list, a definite rooming list must be submitted to the Sales Manager, listing arrival dates, departure dates and method of payment by the "cut-off date" (TBD). Thereafter, requested changes to the rooming list must be submitted in writing to the Sales Manager. Reservations made through Travelocity.com, Expedia.com, Hotels.com, Orbitz.com do not count toward group room block, history or pick up.

### **GUEST ROOM RATES**

A. The following room rates will apply to the Client:

#### **Triple Occupancy-Two Bedroom/Two Bathroom Suite**

Guest Rooms: \$140.00 + 7.125% Tax per night

Total guest occupied per suite: 3

Total cost per occupant with tax: \$49.99 a night

B. Rates do include meals (see amenity section of proposal), **net, non-commissionable**, subject to: tax (7.125%): based on 30 consecutive

nights or greater, unless a tax exemption certificate is presented at time of registration.

C. Hotel Occupancy or Sales TAX Exempt \_\_\_\_\_ Yes \_\_\_\_\_ No

D. The Hotel will honor in room deliveries complimentary

**COMPLIMENTARY ARRANGEMENTS:**

- A. Complimentary Daily HOT breakfast buffet
- B. Tues.-Thurs. Manager's Reception (dinner)
- C. Parking
- D. Free business center with high speed internet access, printing capabilities, and faxing
- E. Wireless and Ethernet internet access available at no charge throughout hotel, including guest rooms
- F. Complimentary Guest laundry facility on property
- G. 24 hour fitness center on property
- H. Newly renovated wing, which includes the following complimentary amenities:
  - Internet Café with high speed and wired internet access; complimentary
  - State of the art home theater room available at no charge
  - Complimentary DVD library for all guests available at the front desk
  - Added complimentary guest laundry area
  - Outdoor heated pool and hot-tub; open year round
  - 24/7 Bridgmart convenience store on property with personal items and easy to make meal options
  - Outdoor grills available for guest usage at no charge

**TWO BEDROOM/TWO BATHROOM SUITE:**

- Full kitchen with microwave, stove top, full sized refrigerator, toaster, dishwasher, and complete set of dishes with utensils, pots and pans
- Two Separate bedrooms and separate bathrooms. Contains a total of 3 beds in each unit. One room containing 2 queen sized beds with bathroom, second bedroom contains king sized bed with bathroom. Each bedroom contains its own 27" flat screen TV.
- Two Bedroom unit has full living area with sofa, chair, coffee table, flat screen plasma TV, DVD player, and cable television



**Two Bedroom/Two Bath Floor plan**

**CHECK-IN/CHECK-OUT:**

- A. Check-in time is 3:00 p.m. and checkout time is 11:00 a.m.

**SHIPMENT OF PACKAGES:**

- A. Shipment of packages to the Staybridge Suites Hotel should be addressed as follows:

(Name of the group & Person Picking Up Package / Hotel Guest  
Arriving On < Date >  
(C/O < Sales or Catering Services Manager >  
Staybridge Suites  
2651 Northrise Dr  
Las Cruces, NM 88011

**PARKING:**

- A. Onsite; Complimentary

**WALK POLICY:** In the event the Staybridge Suites is unable to provide a room to any group member, holding a confirmed reservation, the hotel will locate comparable accommodations and assume the cost for such accommodations for as many days as the Staybridge Suites is unable to accommodate the attendee. The Staybridge Suites will provide transportation between properties and pay for a (1) phone call home to notify family or business of the attendees hotel accommodations. The group will receive room night credit for walk reservations.

**AMERICAN WITH DISABILITIES ACT:** Staybridge Suites represents and “*West Regional Police Academy*” acknowledges that beginning 1/01/1992 and continuing thereafter in accordance with the compliance dates established or required under Title III of the Americans With Disabilities Act and the regulation promulgated there under (“ADA”), the Staybridge Suites facilities being rented to the group stated under this agreement, its guest rooms, meeting space, common areas and its transportation services will be in compliance with the public accommodations requirements of the ADA.

**INSURANCE:** The Staybridge Suites obtains and maintains and provides evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities, which may reasonably arise out of, or result from the respective obligations pursuant to this contract.