**WVSSAC STATE TOURNAMENT ROOMING LIST**

|  |  |  |
| --- | --- | --- |
| School Name: | | Sport: |
| Principal: | Person in Charge of Supervision: | |
| Athletic Director: | AD Email: | AD Cell: |
| Coach: | Coach Email: | Coach Cell: |
| Hotel: | Arrival Date: | Arrival Time: |

1. List each person who will be staying in room and his or her capacity. (Coach or Player) 2. Reservations should be made as early as possible.  
3. After making reservations, send a copy of the room list to the WVSSAC office (FAX 304-428-5431) or email to [Wayne.Ryan@wvssac.org](mailto:Wayne.Ryan@wvssac.org) and to the hotel/motel contact person. If any changes are made to the room list, a revised copy should be submitted to the hotel/motel management immediately upon arrival. If you are going to participate in the hotel lottery drawing at the Basketball State Tournament Meeting in Parkersburg, please complete this form and email to [Wayne.Ryan@wvssac.org](mailto:Wayne.Ryan@wvssac.org) ASAP. Form must be typed. If you are paying your own expenses, you still must forward us your rooming list.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room #1** | **Name** | **Official Capacity** | **Room #9** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #2** | **Name** | **Official Capacity** | **Room #10** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #3** | **Name** | **Official Capacity** | **Room #11** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #4** | **Name** | **Official Capacity** | **Room #12** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #5** | **Name** | **Official Capacity** | **Room #13** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #6** | **Name** | **Official Capacity** | **Room #14** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #7** | **Name** | **Official Capacity** | **Room #15** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |
| **Room #8** | **Name** | **Official Capacity** | **Room #16** | **Name** | **Official Capacity** |
| 1. |  | Choose an item. | 1. |  | Choose an item. |
| 2. |  | Choose an item. | 2. |  | Choose an item. |
| 3. |  | Choose an item. | 3. |  | Choose an item. |
| 4. |  | Choose an item. | 4. |  | Choose an item. |

**TOTAL TEAM ROOMS:**

**Please email a copy of this form to Wayne Ryan at the WVSSAC office:** [**Wayne.Ryan@wvssac.org**](mailto:Wayne.Ryan@wvssac.org)

**WVSSAC**

**STATE TOURNAMENT**

**HOTEL ROOMING LIST INFORMATION**

Please complete the rooming list on line for this year’s State Tournament. Go to:

[www.wvssac.org](http://www.wvssac.org) –

Forms –

Download Forms –

Hotel Rooming List Fill In Form & Info.

Area hotels/motels usually provide rooms at a special rate to those teams attending the State Tournament. Payments for teams must be made in full by a **school check** (not personal) for all expenses.

Reservations must be made as early as possible. When speaking with the hotel/motel contact, please be sure to identify your school name and indicate that the reservations are for the state tournament.

Please check the website for the approved list of hotels/motels who will provide rooms for your sport state tournament.

**Hotel / Motel Policy**

Effective with the 2010-2011 school year, member schools that are eligible to receive reimbursement for lodging at state championship sites **MUST** be housed at hotel/motel sites that participate in a cooperative agreement with the WVSSAC. ***(Member schools will be notified by information posted on the WVSSAC website and material included in the sport specific coaches packets as to which lodging sites have entered into an agreement with the WVSSAC.)***

***Schools that choose to use unapproved lodging sites will not receive any reimbursement.***

**WVSSAC 2/26/19**

**Boys/Girls State Tournaments**

**Rooming Information**

The following is a list of hotels/motels providing housing accommodations for teams while in Charleston. We have included their name, address, and phone number. We encourage you to house your teams in these motels as they provide many fine services for our schools during state tournaments.

**Schools that choose to use unapproved lodging sites will not receive any reimbursement.**

Schools must provide supervision while at the hotel/motel during their stay. Please complete the rooming list and indicate who will be responsible for supervision.

**Charleston Capitol Hotel**

1000 Washington Street

Charleston, WV 25301

Phone: 304-345-9779 Fax: 304-345-6120

Contact: B. J. Noel

benjamin@charlestoncapital.com

**Charleston Marriott Hotel**

200 Lee Street, East

Charleston, WV 25301

Phone: 304-345-6500 Fax: 304-353-3720

Contact: Kathleen Ward   
Kathleen.Ward@Marriott.com

**Country Inn & Suites**

105 Alex Lane

Charleston, WV 25304

Phone: 304-925-4300 Fax: 304-925-1500

Contact: Mary Adams

www.countryinn/charlestonwv.com

gm.cic@upmgmt.org

**Courtyard Marriott Charleston**

100 Kanawha Boulevard, East

Charleston, WV 25301

Phone: 304-344-5777 Fax: 304-344-5888

Contact: Kathleen Clarke

Kathleen.Clarke@Marriott.com

**Embassy Suites Hotel**

300 Court Street

Charleston, WV 25301

Phone: 304-720-5556 Fax: 304-345-8276

Contact: Heather Oglesby

Heather.Oglesby@atriumhospitality.com

**Four Points by Sheraton**

600 Kanawha Boulevard, East

Charleston, WV 25301

Phone: 304-344-4092 Fax: 304-345-6331

Contact: Christy Buckley

cbuckley@fourpointscharleston.com

**Hampton Inn Charleston (Downtown)**

#1 Virginia St. West

Charleston, WV 25302

Phone: 304-343-9300 Fax: 304-342-9393

Contact: Carlotta Lynch  
Carlotta.Lynch@hilton.com

[crwwv\_hampton@hilton.com](mailto:crwwv_hampton@hilton.com)

**Hampton Inn Charleston (Southridge)**

1 Preferred Place

Charleston, WV 25309

Phone: 304-414-0451

Fax: 304-746-4665

Contact: C. J. Krasyk

ckrasyk@discovercharlestonwv.com

[www.hamptoncharleston.com](http://www.hamptoncharleston.com)

**Holiday Inn Express**

100 Civic Center Drive

Charleston, WV 25301

Phone: 304-345-0600 Fax: 304-343-1322

Contact: Kim Brown

www.holidayinnexpresscharlestonwv.com

kbrown1@shannercorp.com

**Holiday Inn & Suites (South Charleston)**

400 2nd Avenue SW

Charleston, WV 25303

Phone: 304-414-0451 Fax: 304-746-4665

Contact: Melissa Stricker

Contact: C. J. Krasyk

ckrasyk@discovercharlestonwv.com

www.hicharleston.com

**Holiday Inn Express (Charleston/Kanawha City)**

107 Alex Lane

Charleston, WV 25304

Phone: 304-925-1171 Fax: 304-925-2251

Contact: Patrice Lutz

gm.hic@vpmgmt.org

**Fairfield Inn & Suites (South Charleston)**

402 2nd Avenue SW

Charleston, WV 25303

Phone: 304-414-0451 Fax: 304-746-4665

Contact: C. J. Krasyk

ckrasyk@discovercharlestonwv.com

**Quality Inn Charleston**

1010 Washington Street

Charleston, WV 25301

Phone: 304-345-9779 Fax: 304-345-6120

Contact: B. J. Noel

benjamin@charlestoncapital.com

**Wyndhan Garden Hotel**

102 Racer Dr.

Cross Lanes, WV 25313

Phone 304-776-8070 Fax: 304-776-6460

Contact Kathy Johnson

Kathy@wyndhanwv.com

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**WVSSAC State Basketball Tournament**

**Hotel Expense Guidelines**

* **The Rooming list should be typed and turned in prior to the Pre-tournament meeting in Parkersburg.**

Email to: [wayne.ryan@wvssac.org](mailto:wayne.ryan@wvssac.org)

* **The WVSSAC will provide half of your rooms. (Not to exceed 5)**

**(i.e.) 10 rooms/ SSAC provides 5 8 rooms / SSAC provides 4 7 rooms / SSAC provides 3**

**Extra rooms are the school’s responsibility. Some hotels may have more than 10 rooms available but only 10 rooms are guaranteed.**

* **If you lose and you are staying additional days then you must also pick up the cost of the additional five rooms that we provided from the time you would have to check out.**
* **If you qualify for hotel stay and you play in the morning session, you may come in the night before.**
* **If you lose a 9:30 AM or 11:15 AM game you must check out of the hotel or pick up the hotel expenses.**

**\*\* If you play at 9:30 AM, please make prior arrangements with the hotel for a late check out.**

**\*\* If you play at 11:15 AM, please make prior arrangements with the hotel for a late check out or to consolidate all luggage into one room. This allows the hotel to prepare all rooms in the event you lose and are checking out.**

* **If you lose the 1:00 game you will be allowed to stay that night. If you choose to check out you must still pay for the rooms you had reserved.**
* **If you lose in the evening session you must check out the next morning or pick up the hotel expenses.**