

HOTEL ASSIGNMENT PROCESS 2025 STATEWIDE BASKETBALL TOURNAMENT

1. Hotel assignments will be made on a first come first serve basis which means the earliest received rooming lists will have a better opportunity to receive the preferred hotel choice. Teams may request a maximum of 10 rooms. Any request above this amount can't be guaranteed.
2. Upon completion of the regional championship game the school must email mike.reeves@clinton.kyschools.us with the number of rooms requested. Rooms are blocks of 10 rooms, any request for additional rooms isn't guaranteed but must be made with this email and will be filled if possible.
3. Mike Reeves, upon receipt of the number of rooms email request, will email a confirmation for the number of rooms requested.
4. This confirmation email will request an accurate rooming list and should be emailed as soon as possible to mike.reeves@clinton.kyschools.us. This rooming list must contain the first and last name of all individuals in each room including coaches. If the name of the bus driver is not known that one room can be listed as "Bus Driver".
5. Upon receipt of the rooming list email, a notification will be sent to the school asking them to choose the hotel for which they are requesting assignment. A list of available hotels for the number of rooms requested will be contained in the email. Each school will be asked to designate preferred hotel and two alternate hotels. Choosing a hotel doesn't constitute an official assignment.
6. A hotel assignment confirmation email will be sent to the school after the hotel has approved the rooming list. This assignment will contain contact information at the hotel along with room cost.
7. Schools are expected to arrange payment with the assigned hotel utilizing either a check or credit card for payment.

9. Schools may request reimbursement for a maximum of eight rooms per night for up to four night at a maximum rate of \$100 per room per night. This request should be submitted following completion of the tournament. A detailed hotel receipt is required to receive reimbursement for the tournament hotel. The reimbursement request is due by no later than February 7, 2025. This receipt should not be a summary receipt but must show each room used along with the room number on the hotel receipt. These should be sent to mike.reeves@clinton.kyschools.us
10. Questions should be directed via email as no phone calls will be accepted.