

# Tennessee Elementary Beta Club Convention 2024

Conference Dates: Nov 23-24

Gaylord Opryland Resort & Convention Center

## Reservation Procedures & Information

### Reservations:

Please fill out and return the completed **Rooming List form**. Send to [nrehberg@gaylordhotels.com](mailto:nrehberg@gaylordhotels.com). Please attach your completed form to an e-mail with **TN Elementary Beta and your school name in the subject line**.

- E-mail form, in EXCEL format, to the following email address: [nrehberg@gaylordhotels.com](mailto:nrehberg@gaylordhotels.com)
- *Reservations must be submitted via these forms, do not call to make your reservation(s).*
- Once we receive your rooming list form, you will receive a pre-invoice from the hotel with confirmations and total amount due. Please allow a minimum of 14 business days for processing and return of this pre-invoice.
- **Bed type is not guaranteed.** Those with 3 or 4 guests in a room will have priority for 2 queen beds
  - **Rollaway beds are not permitted in rooms with 2 queen beds** and will be reserved for rooms with one king bed on a first come, first serve basis
- Hotel will make every effort to block schools/groups together and please note that parlor rooms with murphy beds will be used

### Payment:

Payment **MUST BE RECEIVED AND ON PROPERTY NO LATER THAN 21 days prior to arrival date**. When sending in payment, please make sure your pre-payment is tracked via certified mail or via FedEx.

**No keys will be given out until full payment has been received on check-in date.**

- **If paying with school check** and you are **tax exempt**: please submit tax exempt form with the room block request form and mail check and copy of pre-invoice to address below.
- **If paying with school check or personal check** and you are *not* tax exempt: please send check and copy of pre-invoice to address below.
- **If paying with school credit card** and you are **tax exempt**: please submit tax exempt form via email and make sure your payment is coming from the tax exempt organization. *A secure credit card link will then be sent closer to arrival for payment.*
- **If paying with school or personal credit card** and you are not tax exempt: a secure credit card link will be sent closer to arrival to fill out for processing. You do not need this link if paying by check.

Gaylord Opryland Resort & Convention Center

**Attn: Accounting Department**

2800 Opryland Dr.

Nashville, TN 37214

- Approximately 30-60 days after departure, you will receive a final statement from our accounting/billing department.

### Tax Exemption:

To be exempt from sales tax in the State of Tennessee your organization must hold a **Tennessee tax exempt** form or a Federal 501c3. **State tax exemption for states other than TN do not qualify**. The exemption will only apply to the sales tax of 9.25%.

- The occupancy tax (7%) and city tax (\$2.50) are not exempt.
- Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).
- For more information regarding tax exemption: [Sales and Use Tax - Qualified Organizations Exemption \(tn.gov\)](https://www.tn.gov)

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**Rates:**

Room with taxes is calculated as follows: room rate x 9.25% state tax x 7% occupancy tax + \$2.50 city tax = total room tax  
Resort fee of \$20 +tax will be in addition to the room rate.

**Non-tax exempt cost:**

ROOM RATE	ROOM TAX	RESORT FEE/TAX	TOTAL per room per ngt
\$169.00	\$29.96	\$21.85	\$220.81

**Tax exempt cost:**

ROOM RATE	ROOM TAX	RESORT FEE/TAX	TOTAL per room per ngt
\$169.00	\$14.33	\$20.00	\$203.33

**Parking:**

Parking rates are as follows and must be paid for at check-in. **Guest with vehicle MUST be present to pick up parking passes.** Room keys will not be released until parking has been paid for in advance.

Rates are per night, per vehicle:

**Self parking:** \$37+ tax

**Valet parking:** \$50+ tax

**\*Payment for parking for individual reservations (not through the school) will be required to go to the desk to pay in advance\***

**\*\*Bus Parking in Lot E is complimentary\*\***

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All housing reservations for Elementary, Junior and Senior Beta will be processed by Gaylord Opryland. Requests must be submitted via email on the housing rooming list form. **PHONE REQUESTS WILL NOT BE ACCEPTED.** All forms will be entered in the date order that they are received. Upon the hotel's completion of your school's reservations, a confirmation list with the total amount due will be emailed to the email address provided on the housing form.

The hotel's standard rooms consist of two queen beds or one king sized bed. Lodging room assignments will be based on preference and specific room needs. The two queen bedrooms will accommodate up to four persons only and the **king rooms** will accommodate up to **three persons** with a rollaway bed. Suite options may be available upon request. Roll-a-way beds are available first come first serve and are not permitted in the queen size bedrooms

Special requests of schools traveling together should be noted on the housing form. We will make every effort to block rooms together for those schools that have made this request. Organization of the student rooms will be the responsibility of the advisors. The hotel will not be able to divide the room rates of students from different schools that are rooming together. The school that lists the student name(s) on their housing form is responsible for payment for that room. The hotel cannot discern duplicated names and we hold the number of rooms that is indicated on each form. If both schools list the shared student information, both schools will be charged in FULL for all rooms on the housing form.

The cancellation and change deadline is **11/1/24**. All cancellations and changes must be submitted via email to [nrehberg@gaylordhotels.com](mailto:nrehberg@gaylordhotels.com). Changes will not be accepted after the deadline date. Any cancellations after the deadline date will be charged one night's room and tax. Any no-shows will also be charged one night's room and tax.

**Payments for all schools must be paid in full NO LATER THAN 21 days prior to arrival.**

Please complete all information on the housing form. Incomplete forms will be held until all information is provided.

**I have read and understand the reservation policies for the Gaylord Opryland and the 2024 Tennessee Elementary Beta Club Convention:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_