



HOTEL/MOTEL REPORT

SCHOOL

TO THE SCHOOL TEAM COACH/SUPERVISOR: This form is to be copied for your use in securing clearance and a report on the conduct of those under your supervision by the hotel/motel management which is your host. Complete the information below and present **2 copies** to the hotel front desk upon check in. Request to have management check your rooms before leaving. Your protection and the welfare of the students will be served by your compliance in all instances.

School Name: _____ Section: _____

Address: _____

Team Sport: _____ # of Athletes _____ # of Chaperones: _____

Supervisor's Name: _____ Overnight Stay Date(s): _____

HOTEL/MOTEL Name: _____

Address: _____

Phone: _____

HOTEL MANAGEMENT

Please complete this report commenting on the team's behavior during their stay. Your report will serve as a training in developing good citizenship. Your cooperation is appreciated in assisting the NYSPHSAA to achieve one of its goals for the student-athletes of its member schools.
Return completed copy to: NYSPHSAA, 8 Airport Park Blvd., Latham, NY 12110 or fax to: 518-690-0775.

1. I consider the conduct of this group: Excellent Satisfactory Unsatisfactory

2. Were the members of the group considerate of:

Hotel Patrons? (quiet in halls/rooms, courteous in lobby) Yes No

Hotel Employees? (elevator operators, switchboard/desk clerks, room maids) Yes No

3. Care of Property:

Were rooms damaged? Yes No

Was any property missing? Yes No

I do do not recommend the members of this group as desirable hotel guests.

Manager's Signature: _____

Remarks: _____

