

## HOTEL RESERVATIONS

### **Reservations will be made by following three easy steps:**

Step 1: After the gathering registrar receives your registration and payment, you will receive an email confirmation, which will include a code that you will add to the hotel reservation form (see next page). This code indicates your group is registered for the gathering and allows the Best Western Plus to determine which night you will be attending. *Do not send your hotel reservation form without your registration code.*

Step 2: Once you have received your confirmation code, mail the room reservation form to the Best Western Plus in order to reserve rooms for your group. The Best Western Plus will be handling the housing arrangements for ALL hotels. They will book room requests in the order they receive them.

Step 3: The Best Western Plus will send you an email confirmation no later than November 9th, confirming your hotel accommodations.

**\*\*Note:** A block of rooms at each hotel will be held until Nov. 3<sup>rd</sup>, but keep in mind rooms will fill up as registrations come in. Special rates for gathering participants have been arranged at these hotels. Having the freedom to choose your hotel will enable you to make housing arrangements that will fit your budget, group dynamics, and hotel preference.

### **HOTEL INFORMATION**

#### BEST WESTERN PLUS:

All Rooms: \$114.27/night (including tax!)

Connected to the Willmar Conference Center where all gathering programming is held.

Amenities: Pool, Hot Tub.

#### HOLIDAY INN EXPRESS:

Standard Room: \$114.27/night (including tax!)

King and Queen Suites: \$169.21/night (including tax!) King Suites have 1 king bed in one room, 1 sofa sleeper in the other room and space for at least 1 single and 1 double air mattress. Queen Suites have 2 queen beds in one room, 1 sofa sleeper in the other room and space for at least 2 double air mattresses.

Located only feet away from the Willmar Conference Center.

Amenities: Pool, Hot Tub.

**ROOMING ARRANGEMENTS:** We require a ratio of 1 adult leader (21 years or older) to 5 youth. Each congregation may decide how to assign rooms. Depending on your room configuration and how many people you put in a room, you may want to bring sleeping bags and pillows. There is a limit of 5 people in each standard room. Reserving a suite will give you more freedom to have a greater number of people in one room. You may choose to have your youth stay in rooms with adults, or you may have your adults in rooms separate from youth.

***A word about housing: We do our best to create a safe haven for all people. We do not allow adults to sleep in the same bed as youth. Please make a plan that includes bringing sleeping bags and possibly air mattresses. It is also a wise practice to use the rule of 3. Never have one adult and one youth in the sleeping room alone. When an adult is in the sleeping room, make sure there are two youth present, as well. These things are done for the protection of youth, adults and your congregation. If you have any questions, please contact Synod Youth Ministry Coordinator, Sarah Hausken 320-579-0838 or sarah.hausken@swmnelca.org***