



**Sheraton New York Times Square Hotel**  
**811 7<sup>th</sup> Avenue, New York, NY 10019**

Welcome National Model United Nations Guests!!

We are pleased to host the NMUN 2019 Conference at the Sheraton New York Times Square Hotel. We look forward to an exciting and unforgettable week. From the historic sites to the exciting nightlife we hope you have the time to enjoy all that New York City has to offer. Your safety and comfort is of the utmost importance during your stay at the Sheraton. During your stay, we want to alert you of the following guidelines:

**CHECK-IN:**

- **CHECK-IN IS NO EARLIER THAN 4:00PM; THERE ARE NO EXCEPTIONS.** Please plan your arrivals accordingly.
- Only the head delegate/faculty advisor may pick up keys on behalf of the entire group. Students arriving individually may pick up their key only. Photo I.D. is required.
- The hotel will try its best to reserve all student rooms on the same or consecutive floors; however, the hotel cannot guarantee such arrangements especially during peak periods.
- No more than (4) guests are permitted to stay in a guestroom. If more than (4) guests are found in a sleeping room, the result will be immediate eviction. This is an order by the Fire Department.
- **DUPLICATES KEYS WILL NOT BE MADE UNLESS YOU PRESENT A PHOTO ID AT THE DESK!**

**CHECK-OUT**

- **CHECKOUT IS 11:00AM; THERE ARE NO EXCEPTIONS.** Due to occupancy, we cannot grant any late checkouts. Please plan your departures accordingly.
- Upon checkout, the front desk will not be able to provide a final invoice for total room charges. All rooms have been billed directly through NMUN.

**LUGGAGE STORAGE:**

- Complimentary secure luggage storage will provided on the following days:
  - Saturday & Sunday arrivals
  - Thursday & Friday departures
- At any time, you may choose to store your luggage in the hotel's secure luggage check room, located in the main lobby, for \$4.00 per piece.

**EXCESSIVE NOISE VIOLATIONS**

- **PLEASE FILL OUT FORM AT THE END OF DOCUMENT & FAX TO 212-830-8704 – THIS FORM CANNOT BE EMAILED**
- **In consideration of other hotel guests, it is the responsibility of the NMUN Advisor/Head Delegate to prevent students from making excessive noise in their rooms as well as in public areas.**
- **Noise violations will not be tolerated:**
  - A warning will be issued for the first occurrence
  - Second and subsequent violations will incur an immediate fine of \$250.00 per incident.
  - \$250.00 fine will be automatically charged to delegation's credit card on file and a receipt will be emailed to faculty advisor.
  - Repeated offenses can result in immediate eviction from the property.

### **WIRELESS INTERNET**

- Complimentary internet access will be provided in your guestrooms AND meeting space. Please note the following instructions below for access:
  - Browse for available wireless networks on your computer
  - Select the “MUN” wireless network
  - Enter Passcode: “NMUN2019”(DO NOT select “Sheraton Meeting” OR “Sheraton Guestroom” networks)

### **INCIDENTAL CHARGES**

- Please note that incidentals in your guestroom will be automatically turned OFF unless a credit card is brought to the front desk. An authorization hold of \$50.00 per night will be placed on all credit/debit cards to guarantee incidentals. Incidental charges include: Telephone (local, long distance, and 800# calls), Dry Cleaning Services, In-Room Movies, Package Room, Business Center Charges, Room Service, Mini Bar and In Room Snacks. (Tip: to avoid locking-up cash availability, do not use debit cards to guarantee incidentals).

### **SAFETY & SECURITY**

- Security Services can be contacted at the Sheraton New York at extension 5382
- If you order a wake-up call, please answer the phone when it rings! If you ignore the wake-up call, a security guard is required to check the room for safety reasons.
- Congregating in large groups, especially near guest elevators and/or the Reception Desk is not permitted. Sitting or lying down on the lobby floor is a safety hazard, as well as congregating on the guest floors, and is not permitted. No outside food is permitted in or around the lobby area.
- **The following will not be accepted and will result in immediate fines, up to and including eviction from the hotel:**
  - Any physical damage to hotel property, or removing hotel property from guestrooms or any hotel area.
  - In New York, it is illegal to drink alcoholic beverages if you are under the age of 21. Any infraction of this law will be dealt with by the NYC Police Department and will be followed by immediate eviction. **Hotel does not permit alcohol to be brought on property and into guestrooms.**
  - Smoking is not allowed anywhere within the hotel. Evidence of smoking in the hotel will incur additional charges of \$250.00 per occurrence.
  - Excessive noise in guestrooms and corridors is unacceptable; disturbing other guest staying in the hotel will not be tolerated.
  - Hotel windows are considered part of the guestroom. Any tampering with windows, leaning or throwing objects out of windows is against the law. Violators will be prosecuted by the NYC Police department and will result in immediate eviction by the hotel.
  - At all times please keep guestroom doors secured. Do not prop doors open.
  - Fire alarms and pull stations are to be used for emergencies only. The hotel’s fire alarm system is tied to the Fire Department of NYC and they will respond to each alarm. Should a fire station be activated, a fine of up to \$5,000 will be applicable. In addition, false alarms will be investigated and handled by the NYC Police Department.
  - Items are not to be hung on the sprinkler heads and sprinkler heads are not to be tampered with. Should the sprinkler head become activated, delegation will be held financially responsible for all damages.

Thank you for your understanding and cooperation, we look forward to hosting your event. We thank you and we appreciate you choosing to stay with us!



**EXCESSIVE NOISE & DAMAGE CHARGE AUTHORIZATION**

**FAX to: 212-830-8704**

**Attention: Jackie Lugo**

DO NOT EMAIL THIS FORM. Compliance laws do not allow NY hotels to accept credit cards via e-mail. The number above is a secure fax line.

This form must be completed and returned by **Feb. 15, 2019**.

**Please note; your room reservations will NOT be processed until this form has been received by hotel.**

NAME OF SCHOOL: \_\_\_\_\_

The following will not be accepted, and **will result in additional fees of up to \$250.00 per room:**

- **Excessive Noise** in guest rooms or guest room corridors. (initial warning; charge for recurrence)
- **Physical Damage** to hotel property.
- **Smoking** in individual guestrooms, public areas or restaurants.
- **Removing** any hotel property from guest rooms or hotel areas.

With my signature below, I authorize the Hotel to charge the credit card below for noise violations, physical damages or excessive cleaning requirements for rooms assigned to our delegation. These charges of up to \$250.00 per room will be billed only in the case of reported violations or damages.

**Fees will NOT be charged in advance of the conference.**

CREDIT CARD NUMBER: \_\_\_\_\_

TYPE OF CARD: [VI\_\_ MC\_\_ AX\_\_ JCB\_\_ DI\_\_ DC\_\_]

SECURITY CODE: \_\_\_\_\_ EXPIRY DATE\_\_\_\_/\_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

(for this card)

(number/street)

(apt.#)

(city/state/zip)

TEL # \_\_\_\_\_ EMAIL \_\_\_\_\_