

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

Department of Student Activities and Athletics  
Telephone (754) 321-1201, Facsimile (754) 321-1205

**Hotel/Motel Report Form**

**TO THE SCHOOL SPONSOR/CHAPERONE:** This form is furnished in triplicate for your use in securing clearance and a report on the conduct of those under your supervision by the hotel or motel which is your host. Part I of this form should be filled out by the chaperone/sponsor and copies given to the parties as indicated below.

The management and chaperone must check all rooms used before check out. Your protection and the welfare of the students will be served by your compliance in all instances.

**PART I**

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

CONFERENCE OR CONVENTION \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_ NUMBER OF STUDENTS \_\_\_\_\_ NUMBER OF CHAPERONES \_\_\_\_\_

INDIVIDUAL IN CHARGE OF THE GROUP \_\_\_\_\_

NAME OF HOTEL/MOTEL \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOTEL PHONE # (\_\_\_\_) \_\_\_\_\_ ROOMS USED \_\_\_\_\_

**PART II** \_\_\_\_\_

**TO THE HOTEL MANAGEMENT:** This form is presented to you by the individual responsible for the conduct of the students who are guests in your facility and are representatives of Broward County Public Schools.

**THE USE OF THIS FORM IS MANDATORY BY ALL NON-ATHLETIC GROUPS ON OVERNIGHT TRIPS.** Sign and give the pink copy to the individual in charge of the group. Please send the original to:

The Department of Student Activities and Athletics  
The School Board of Broward County, Florida  
P.O. Box 5408  
Ft. Lauderdale, FL 33310

I consider the conduct of this group: Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Were the members of this group considerate of:

Other Hotel Patrons? Yes \_\_\_\_\_ No \_\_\_\_\_ Hotel Employees? Yes \_\_\_\_\_ No \_\_\_\_\_  
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: \_\_\_\_\_

Original-Hotel

Pink-Dept or Activities & Athletics

Yellow-School