



The Hotel may take actions deemed necessary to maintain order and the safety of our guests. **The Hotel has a one warning policy and should this warning be ignored, the Hotel reserves the right to evict the individuals from the Hotel or in lieu of eviction, institute a \$250.00 charge to the involved guestroom, chaperone’s guestroom and/or organization’s master account.** Any damage to the guest room will be the financial responsibility of the guests within the involved guestroom, chaperone and/or organization.

Parent Signature _____ Date: _____
 Student Signature _____ Date: _____

I understand that by signing this Marriott Code of Conduct that if the hotel has to issue a guestroom a warning, it will be the first and final warning and should this warning be ignored a \$250.00 recovery fee will be charged to the involved guestroom.

MARRIOTT CODE OF CONDUCT

The Indianapolis Marriott Downtown is pleased to welcome your group and is committed to providing your attendees with an enjoyable and successful event! To ensure the safety and satisfaction of your group and other guests that may be staying within the hotel, **the Hotel requires each designated chaperone to communicate and assist the Hotel’s implementation of the Indianapolis Marriott’s Code of Conduct as listed below.** Please do not hesitate to contact the Manager on Duty or your Event Manager with any questions. In addition, the Manager on Duty can always be reached by dialing “0” from any phone within the hotel. We look forward to partnering with you to ensure the safety and enjoyment of your group.

As a hotel guest and/or chaperone I agree to adhere to the following Code of Conduct:

- Each chaperone will be required to accompany Hotel personnel to assist in any noise complaints.
- Each chaperone must know the whereabouts and is responsible for his/her group at all times.
- Hotel associates and property are to be respected at all times.
- Hotel rules and schedules for use of the fitness center and any other public areas are to be respected at all times.
- Hotel guest’s not taking part in your group functions are to be respected at all times and attendees should project an image of consideration, sensitivity and respect through language, dress and behavior.
- Attendees must please refrain from throwing objects from stairs or balconies, hanging from railings or sliding down banisters.
- Please refrain from “joy riding” on the elevators or escalators. Please do not overcrowd the elevators.
- Report any accident, problems or illness immediately to the chaperone as well as Hotel Security by dialing “0”.
- Shirts and shoes are required at all times in public areas and guest room hallways. In addition, appropriate clothing should be worn when in public areas.
- Keep your hotel room doors locked at all times and refrain from slamming guest room doors while going in and out.
- Only the individuals registered to the guestroom are permitted within that room, gatherings or mingling of unassigned individuals in guestrooms will not be tolerated.
- Attendees and chaperones are responsible for adhering to **Hotel’s quiet time beginning at 9:30pm** by keeping noise levels at a minimum in guestrooms, public areas, hallways and elevator lobbies. **This is regardless of any group mandated curfew.**
- Activities/items not permissible in the hotel include:
 - alcoholic drinks, any form of tobacco products, illegal drugs
 - firearms, knives or other kind of weapons
 - fireworks, smoke bombs, and the like
 - pornographic literature, immoral acts, inappropriate public displays of affection and/or inappropriate sexual behavior of any kind, any type of profanity, fighting or abusive behavior, laser pointers