



YOUTH MINISTRY
Diocese of Gary

Diocese of Gary NCYC 2025 Hotel Placement Request Form

NCYC

In some years, the diocese has lost money on NCYC, and the biggest culprit is hotel expenses. In an effort to avoid drastic rate increases- not only for NCYC, but for other programs- groups will be billed for actual fair room usage for NCYC hotel rooms.

See *Preliminary Diocesan Cost Breakdown of NCYC 2025* sheet for detailed explanation about the variance in rates. The per person rate billed by OMDE will be lowered according to how many persons are assigned to a room. The incentive for group leaders is to fill rooms. Group leaders wanting to avoid singles and doubles should work with other group leaders and Vicky Hathaway on roommate requests.

There will a separate Roommate Request Form distributed later in the summer. This Hotel Placement Request Form is to help us determine a good faith estimate of hotel rooms, in order that we might determine whether or not we need to add additional rooms.

OMDE DEFAULT ADULT PLACEMENT: We will place adults no more than 2 to a room. In the event of a single, we will assign a roommate from another group. Priests are assigned singles. Married couples are usually assigned to their own room.

OMDE DEFAULT YOUTH PLACEMENT: We will attempt to place 4 same-sex teens together, and will assign roommates from another group (usually no more than two groups in one room), unless you request differently.

Other notes: Family members may be placed together, regardless of age, if you request it. Any post-HS, college-aged participant will be placed with NCYC adult participants.

PARISH/SCHOOL GROUP: _____

GROUP LEADER: _____

Please check all boxes that apply (it's OK if you don't check any! No checked boxes = default placements described above):

Please attempt to place our adults *more than* two to a room, even if it means grouping them with adults from another group.

Please place our youth *no more than* two to a room.

Please place our youth *up to* four to a room.

If possible, please place our youth *up to* five to a room.

We plan to bring a priest with us (priests will be assigned singles unless they contact OMDE directly)

We prefer to be placed with youth from this/these group(s): (list all) _____

We would like to request single rooms for the following persons: (list all) _____

**Please email Vicky Hathaway additional notes that might be helpful in the placement of your group.
Please return this form when you register your group.**

- **EMAIL THIS FORM (preferred):** include all info below in an email, or scan this page as a PDF and attach it to an email. Email: vhathaway@dcgary.org. You may also take a high-resolution smart phone pic and email or text Vicky 219-613-6846).
- **MAIL THIS FORM:** Vicky Hathaway, c/o Diocese of Gary, 9292 Broadway, Merrillville IN 46410
- **DROP OFF THIS FORM:** the Diocese of Gary Pastoral Center is located at 9292 Broadway, Merrillville. Office hours are M-F, 8:30a - 4:30p. *Please leave in an envelope marked "Vicky Hathaway."*