

Region 21 Convention and Competition **FACILITY USAGE FEE FORM**

**INSTRUCTIONS**

**All Members of a Competing Chorus, a Quartet and the Assistance Chapter are required to stay a minimum of one night in the designated convention hotel.**

This form must be completed on your computer and submitted electronically.

Click on the orange tab at the bottom of this page to locate the Facility Usage Form. Click the first vacant cell on the form, input the appropriate information for members **NOT** staying a minimum of one night at the Renaissance Downtown Phoenix Hotel, then press enter to advance to the next vacant cell.

Enter the dollar value in the 'Amount' and 'PayPal' columns and the columns will total automatically.

When finished, please save the completed form for your records.

After **saving**, email the form as an attachment to **Victoria Kemsley** at: [rmt\\_events@region21.org](mailto:rmt_events@region21.org) and send a copy and payment to Mary Chilton, Finance Coordinator at: [rmt\\_finance@region21.org](mailto:rmt_finance@region21.org)

**Do Not Send This Form or Payments For The Facility Use Fee To The Hotel.**

There are two payment options:

- a) You may pay by PayPal at [region21.org](http://region21.org) under Spring Convention, noting your Chapter Name and purpose of payment, OR
- b) You may pay by check made payable to **Golden West Region 21**, noting your Chapter Name. and purpose of payment. Please mail your check to:

**Mary Chilton, Finance Coordinator**

1970 E. Redwood Dr.

Chandler, AZ 85286

**480-643-9001**

[rmt\\_finance@region21.org](mailto:rmt_finance@region21.org)

*(Please do not send any mail requiring a signature)*

All **payments are due** within **five (5) days** of submitting your Facility Usage Fee Form.