

FLOYD COUNTY BOARD OF EDUCATION  
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Steve Stone- Chair - District 5  
William Newsome, Jr., Vice-Chair - District 3  
Linda C. Gearheart, Member - District 1  
Dr. Chandra Varin, Member - District 2  
Keith Smallwood, Member - District 4

Date: January 07, 2026

**Consent Agenda Item (Action Item):** Betsy Layne High School is requesting permission enter a payment agreement with Homewood Suites Washington DC Capitol - Navy Yard for the National Honor Society and Beta Club's stay between March 29-April 3, 2026.

**Applicable State or Regulations:** Board Policy 01.11 General Powers and Duties of the Board of Education.

**Budget/Financial Issues:** The event would not impact the board of education.

**Background and Rationale:** National Honor Society and Beta Club students have maintained GPAs of 3.5 and have spent countless hours volunteering for the community and being leaders in our school. This trip will allow them to visit our nation's capital and learn about the leaders of our country. Approximately 35 students and three chaperones will be traveling.

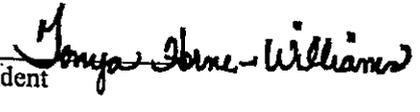
**Recommended Action:** The Floyd County Board of Education allow Betsy Layne High School to enter a payment agreement with Homewood Suites Washington DC Capitol - Navy Yard for lodging between March 29 and April 3, 2026.

**Contact Person(s):**

Jody Roberts, principal  
Brandi Justice, NHS sponsor

  
Principal

  
Director

  
Superintendent



**Washington DC Capitol - Navy Yard**  
 50 M St SE | Washington DC 20003  
 Main 202-899-2800 | Fax 202-899-2801

Contract Issue Date: December 11, 2025

<b>Company:</b> Betsy Layne High School 554 Bobcat Blvd. Stanville, KY 41659	<b>Booking Contact:</b> Jody Roberts	<b>Company Contact Details:</b> (606) 263-6280 jody.roberts@floyd.kyschools.us
<b>Group Name:</b> Betsy Layne High School	<b>Program Arrival:</b> Sunday, March 29, 2026  <b>Program Departure:</b> Friday, April 3, 2026	<b>Hotel Contact:</b> Shirley Flack Sales Manager (202) 899-2807 shirley.flack@hilton.com

The following outlines our understanding of the terms and conditions for this contract for Betsy Layne High School arriving Sunday, March 29, 2026. For ease of communicating throughout this contract, SKCG 50 M LLC d/b/a **Homewood Suites by Hilton Washington DC Capitol/Navy Yard** will be referred to as "us/we/our/the Hotel" and **Betsy Layne High School** will be referred to as "you/your/the Group".

**GUEST ROOM BLOCK & RATES:**

Upon acceptance of this agreement, the following room nights within the indicated arrival and departure pattern will be held for you. Presently, the following room nights are being held on a tentative basis:

<b>Betsy Layne High School</b>											
Guest Room Types	Occupancy	Sun 03/29/2026		Mon 03/30/2026		Tue 03/31/2026		Wed 04/01/2026		Thu 04/02/2026	
		Rooms	Rate								
Two Queen Beds Accessible One Bedroom Suite	S	4	\$276.00	4	\$276.00	4	\$276.00	4	\$276.00	4	\$276.00
Two Queen Beds Accessible One Bedroom Suite - Tub	S	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00
Two Queen Beds One Bedroom Suite	S	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00
Two Queen Beds Studio Suite	S	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00	2	\$276.00

Room Night Commitment: 50

The above rates do not include applicable state, city and local taxes, currently 15.95%, are subject to change. Additionally, all rates are quoted in US Dollars.

**COMMISSION – NON-COMMISSIONABLE:**

All guestrooms are offered net non-commissionable.

**CUTOFF DATE:**

Reservations by attendees must be received on or before **Thursday, February 26, 2026 (the "Cutoff Date")**. At the Cutoff Date, any remaining unreserved rooms will be released for general sale and subject to the Room Block Attrition provision. Any reservations requests received after the Cutoff Date will be handled on a space and rate-availability basis.

**RESERVATIONS PROCEDURE:**

Reservations for the Event will be made **via**

**Rooming List**

A rooming list will be provided to the Hotel as soon as possible but no later than the Cutoff Date. With your rooming list, please provide a method of payment and guest names with arrival and departure dates clearly specified.

**GUARANTEE FOR ARRIVAL:**

All reservations must be guaranteed for arrival via an American Express Card, MasterCard, Visa, Discover, advance deposit, or to your master account. Hotel will not hold any reservations unless secured by one of the above methods.

**CANCELED / NO SHOW RESERVATIONS:**

It is the Group's responsibility to pay for any cancellations that extend beyond the allowable attrition. The Group will assume responsibility for any confirmed reservations, guaranteed by the Group, that are considered no show reservations or cancelled reservations inside the allowable individual cancellation period.

In the case that individuals pay on their own, individual's credit card will be charged for one (1) night's guestroom rate and tax and any remaining evenings associated with the reservation will be cancelled.

**INDIVIDUAL CANCELLATION:**

Individual reservations must be cancelled at or before 11:59 p.m local time, 48 hours prior to arrival in order to avoid forfeiting one (1) night's room and tax charges.

**EARLY DEPARTURE FEE:**

Changes in a guest's date of departure AFTER check-in will result in an Early Departure fee of one night's room and tax and the room rate is subject to change as discounts may have been offered because of the longer stay pattern originally proposed.

**CHECK-IN TIME / CHECK-OUT TIME:**

Check-in time is 4:00 p.m. Every effort is made to accommodate delegates arriving before the check-in time; however, rooms may not be immediately available. Check-out time is 11:00 am. Requests to retain rooms beyond this time should be directed to the Front Desk on the departure morning. Should it be possible to extend a late check-out, a late check-out charge may be applicable.

**PARKING:**

Hotel offers overnight valet parking only, with in and out privileges. Pricing is currently \$60.00 + 18% tax per car, per night and subject to change.

**HILTON HHONORS EVENT PLANNER BONUS POINTS:**

Jody Roberts ("Event Planner") is eligible to earn an Event Planner Bonus for a qualifying event. The Event Planner's Hilton Honors Account Number is:

For this Event, Event Planner is eligible to earn one Hilton Honors bonus point for every eligible dollar spent. Eligible revenue will include **sleeping room revenue** up to a maximum of \$100,000 of eligible revenue. Full details and rules regarding the Event Planner Program are available by visiting [www.hilton.com](http://www.hilton.com). Group agrees to take full responsibility for determining whether further disclosure of the Event Planner Bonus is required and for making such disclosure if it is required.

**BILLING ARRANGEMENTS:**

We understand the following billing arrangements apply for your group:

***Master Bill Room and Tax Only***

All guestrooms and tax charges, will be posted to the master account for each guest. All incidental charges are the responsibility of each guest, unless we are otherwise notified differently by the Program Coordinator for the Group. All other charges associated with your program will be posted to the Master Account.

The Group is responsible for banquet charges, as outlined in the Function Information Agenda/Event Agenda section of this agreement, to the master account as well as any other charges as indicated by the authorized signature(s).

**AUTHORIZED SIGNATURES:**

Hotel must be notified in writing at least thirty (30) days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

**PAYMENT INFORMATION**

The Hotel reserves the right to require additional advance deposits, including payment in full for the services to be provided herein, at any time prior to the scheduled dates of performance if credit is not approved or your good standing has changed.

**Method of Payment - Credit Card, Check or Electronic Funds Transfer**

A non-refundable deposit of <<\$2760.00>> is required with your signed contract to confirm all Group arrangements. All estimated charges that that have been authorized to post to the group's master account, will be due **(5) five business days** prior to group's arrival via the form of payment selected below.

Unless a separate Credit Card authorization form is provided, the Credit Card or ACH account information provided for your initial deposit will be the form of guarantee for any cancellation, deposits, final payments, damages or fees. Group agrees that Hotel may charge to this credit card or ACH account any payment required under this agreement.

Any outstanding balances or credits on your group's master account will be processed within (5) business days of your group's departure.

**FORM OF PAYMENT**

Group has elected to use the following form of payment:

- Credit card
- ACH payment
- Wire Transfer
- Company check

**CREDIT CARD PROCESSING FEE**

The total price payable by the Group under this agreement may be subject to a 3% or 3.5% (AmEx Only) processing fee or an amount not to exceed the merchant discount fee, plus applicable taxes, if Group elects to pay with a credit card. To avoid this fee, payment by Electronic Funds Transfer (EFT) or check can be arranged with Hotel prior to the payment due date.

**DISPUTES & FINANCE CHARGE**

Group will raise any disputed charges directly with hotel within [5] days after receipt of any invoice or all disputes are waived. The Hotel will work with Group in resolving any such disputed charges. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1.5% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date. Should Hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

**ROOM BLOCK ATTRITION:**

Hotel is relying upon Group's use of the Room Night Commitment. Group agrees that a loss will be incurred by Hotel if Group's actual usage is less than 80% of the Room Night Commitment. Rooms picked up by Group outside the Room Night Commitment will not count toward the room block.

If Group's actual usage is less than 80% of the Room Night Commitment, Group agrees to pay, as liquidated damages and not as a penalty, the difference between Group's of the Room Night Commitment and Group's actual usage, multiplied by the average group room rate, plus applicable taxes.

**GROUP CANCELLATION:**

If Group cancels the entire event, the Hotel shall assess a cancellation fee, (the "Cancellation Fee") against Group as liquidated damages and not as a penalty. The parties agree that the Cancellation Fee will be based on the date written notice of cancellation is received by Hotel, and calculated in accordance with the following scale:

Event Start Date: **3/29/2026**

<b>\$16,001.05</b>	Total contracted Revenue (Guest Room, Food & Beverage and Meeting Room Rental	2/27/2026	
\$16,001.05	100% cancellation fee if written notice after	2/26/2026	- 1/28/2026
\$14,400.95	90% cancellation fee if written notice between	1/27/2026	- 12/29/2025
\$11,200.74	70% cancellation fee if written notice between	12/28/2025	- 11/29/2025
\$8,000.53	50% cancellation fee if written notice between	11/28/2025	
\$4,000	25% cancellation fee if written notice before		

In the case of cancellation, the Cancellation Fee and any related taxes are payable within 30 days of the date of cancellation. Deposits paid by Group will be applied against the Cancellation Fee owing.

**FORCE MAJEURE:**

No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this agreement, for any failure in performing any term of this agreement (except for any obligations to make payments to the hotel hereunder), when and to the extent such party's (the "Impacted Party") failure is solely caused by (a) acts of God, (b) flood, fire, earthquake, or explosion, (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest, (d) government order, law, or action, (e) national or regional emergency directly affecting the location of the hotel, (f) strikes, labor stoppages or slowdowns, or other industrial disturbances, or (g) power outages or shortages or material curtailment of transportation services, any of which are unanticipated events beyond such party's control and which make it illegal or impossible for such party to fulfill its obligations under this agreement ("Force Majeure Event(s)").

The ability to terminate this agreement pursuant to this paragraph is conditioned upon the Impacted Party giving written notice to the other party within five (5) days of the occurrence of the Force Majeure Event. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. If the Force Majeure Event directly impacts the scheduled event hereunder, the parties will cooperate to reschedule the event.

**INDEMNIFICATION:**

Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (*as applicable*), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

**AMERICANS WITH DISABILITIES ACT:**

The Hotel is in full compliance with the American with Disabilities Act as defined by law.

**GOVERNING LAW:**

This Agreement shall be governed by and construed in accordance with the laws of Washington DC.

**INSURANCE:**

Client and Hotel agree to obtain and maintain throughout the term of the Event, insurance of such types and in such amounts as a reasonably prudent company in their respective industries would obtain.

**GENERAL PROVISIONS:**

This contract is made and will be performed in Washington DC, and shall be governed by and construed in accordance with the District of Columbia law, excluding its conflict of law rules. By executing this contract, you consent to the exercise of personal jurisdiction over it by, and venue in, the courts of the District of Columbia. Any legal action in connection with this contract shall be brought and maintained only in the courts of the District of Columbia. In the event of litigation arising from or associated with this contract, we agree that the prevailing party shall recover its attorney's fees and any costs incurred.

You may not assign this contract or any of your rights under this contract without our prior written consent. You further agree that any change in your corporate or business ownership structure, whether by merger, take-over or otherwise, shall not serve to cancel, modify or in any way reduce your obligations under this contract, and this contract shall remain in full force and effect with respect to you and any successor entity.

**ACCEPTANCE:**

This contract, constitutes the entire agreement between the parties and may not be amended or changed unless approved by the Hotel. The undersigned represent that they are authorized to sign and enter into this contract. This contract shall be deemed accepted only after it has been signed by a representative of the Group and thereafter signed by a representative of the Hotel.

Guestrooms are currently held on a tentative basis. Please sign and return this contract on or before to confirm your arrangements. Should we not receive your signed contract by this date, all guestrooms will be released.

**ACCEPTED AND AGREED TO:**

Betsy Layne High School

"SKCG 50 M LLC" d/b/a Homewood Suites by Hilton  
Washington DC Capitol/Navy Yard

\_\_\_\_\_  
Jody Roberts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shirley Flack  
Sales Manager

\_\_\_\_\_  
Date



Washington DC Capitol - Navy Yard

**CREDIT CARD AUTHORIZATION FORM**

Betsy Layne High School

Arrival Date : 3/29/26

Departure Date : 4/3/26

- All Charges
  - Room & Tax
  - Incidentals
  - Event Charges
  - Deposit
- terms)

Name on Card:  
 Card Holder Billing Address:  
 Card Holder Home Phone:  
 Card Holder E-mail:

I have completed the portion below with my partial credit card number and authorize its use for the above mentioned charges.

Please include a copy of the cardholder's photo ID. Authorizations received without a valid photo ID will not be accepted

Customer's Signature: