

**2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP**  
**Visiting Team Accommodations Verification Form**

**Host Institution:** \_\_\_\_\_

**LODGING**

The host institution or sponsoring agency shall make local reservations for the visiting team and advise them of the arrangements. These arrangements should include an appropriate amount of meeting space at the hotel for the visiting team. Each visiting institution is obligated to confirm its accommodations.

A minimum of 60 double-double rooms should be reserved by the host institution for the visiting team for all preliminary-round games.

It is strongly recommended that the hotel reserved for the visiting team meet the following specifications: (a) lodging accommodations all located in one hotel property; (b) be a full service property, which includes on-site food/catering service; (c) be located within 45 miles from the competition venue; (d) have minimum meeting space to accommodate one room for 100 for the purpose of team meals, two breakout rooms for 40 per room and a conference room for athletic training needs; and (e) provide a late check-out for any game starting after 4 p.m. local time where the visiting team drove.

Failure to meet any of the above recommendations may have an impact on a site being selected to host during the preliminary rounds. If any of the above recommended requirements cannot be met, the host institution must notify the NCAA championship managers Ty Halpin ([thalpin@ncaa.org](mailto:thalpin@ncaa.org); 317-917-6136) and Alyssa Rice ([arice@ncaa.org](mailto:arice@ncaa.org); 317-917-6627) of the shortfall when submitting other bid materials.

The NCAA championship managers must be notified immediately of any changes to the visiting team lodging/accommodations after official bid materials have been submitted.

**Will you be able to provide the recommended visiting team accommodations?**    ☐ Yes    ☐ No

**Name of visiting team hotel?** \_\_\_\_\_

**If no, which recommendations cannot be met?** \_\_\_\_\_

**LOCKER ROOM ACCOMODATIONS**

The host institution must provide the visiting team with a permanent structure locker room accommodations for shower and restroom facilities for both pre- and postgame. If necessary, an adequate temporary structure in close proximity to the playing field should be provided for halftime.

Potential host institutions are required to submit photos of their visiting locker room accommodations with their bid materials.

**Will you be able to provide the required visiting team locker room accommodations noted above?**

☐ Yes ☐ No

**If no, which requirements cannot be met?** \_\_\_\_\_