

As if we  
were  
Dreaming

## Presbyterian Youth Triennium 2025

July 28-31, 2025 | Louisville, Kentucky

[PresbyterianYouthTriennium.org](http://PresbyterianYouthTriennium.org)

# Housing Basics

## HOUSING REQUIREMENTS

Staying at a PYT hotel is required as part of PYT 2025 registration and attendance.

All hotels in the Triennium block have AC and are within close distance to the Kentucky International Convention Center! Most rooms are doubles with some kings & suites available. Staying at a PYT hotel allows our event to take place – everything from Groups to Community Life is positively impacted by delegations being housed in our hotel block. *Please do not make other housing arrangements.*

Registrars must reserve housing for their delegations through Louisville Tourism Housing.

Booking through Louisville Housing means you will have support via phone, email, and online from people who know these hotels and can help your delegation meet their specific housing needs. It also ensures PYT room rates and allows the Triennium staff to know where specific delegations or participants are staying during the event. Please book through Louisville Tourism and *not* directly with hotels or through a different third-party.

Adults and youth should be housed in separate rooms.

As at past Trienniums, adults will need to be in separate rooms from youth. The major exception is an approved Caregiver for a specific Youth Participant who requires full-time care. In these instances, registrars will need to indicate this to the National Registrar when registering their delegations. We understand the need to be flexible in certain cases. If you have a question about an exception, please contact Analise Brown with a written explanation for review and approval.

## BASIC INFORMATION

Housing and event registration will both open February 3, 2025.

Beginning on Monday, February 3<sup>rd</sup>, 2025, and after completing Triennium registration, registrars can reserve rooms for their delegations online and over the phone through Louisville Tourism. Completing registration & housing early will help ensure your delegation is housed together with all your housing needs met. Hotel room preferences will be primarily at the choice of the delegation/registrar (first come, first serve) with some limitations in accordance with room block satisfaction at the discretion of Louisville Tourism and the Office of Presbyterian Youth & Triennium. The three main PYT hotels are the Galt House Hotel, the Hyatt Regency Downtown, and the Louisville Marriott Downtown. Additional PYT hotels are also available to book.

Housing is an additional cost NOT included in the event fee.

The general PYT rate for hotels in our block is \$169 per room (not participant) / per night + taxes & fees. Taxes & fees for hotel rooms in Louisville total 17.66%.

You may qualify for exemption from the KY State Sales Tax.

If you have a KY State Sales Tax Exemption certificate and number, you can present this to your hotel in order to have the 6% KY State Sales Tax waived, bringing the remaining taxes and fees to 11.66%. To obtain a KY State Sales Tax Exemption you will need to submit a form and additional documentation to the KY Dept of Revenue for approval.

The form and instructions can be found here: [https://revenue.ky.gov/Forms/51A125\(8-17\).pdf](https://revenue.ky.gov/Forms/51A125(8-17).pdf)

Please give at least 30 days for this to be processed. The sooner the better! You do not have to have your certificate and number at the time of reservation but will need it before check-in / payment.

You can reserve rooms for Sunday, July 27 at the PYT rate.

For groups traveling a longer distance or arriving early, there are limited rooms available to reserve for the same PYT rate. Just select your early arrival date when booking through Louisville Tourism.

### Downtown Map

Below is a map of the Kentucky International Convention Center (KICC) in blue and the 3 main Triennium hotels highlighted in yellow.



## HOW TO BOOK HOUSING

### 1. Reserve Your Rooms – beginning February 3<sup>rd</sup>, 2025

- After you have registered your delegation for Triennium, you will be provided with a link to book housing through Louisville Tourism’s Housing Department.
- **For 9 or less rooms**, follow the link to the Housing Site or call Louisville Housing at 1-800-743-3100 (Monday-Friday, 9 AM to 5 PM ET).
  - Please provide your Delegation Name in the field for “Company Name” under Contact Information.
  - If you reserve your rooms before 5/22, you can initially book under one contact name. However, you must provide individual names (who will be in each room) to Louisville Tourism no later than 5/22. Any reservations made after 5/22 will require individual names upon booking.
- **For 10 or more rooms**, follow the link to the Housing Site and go to the Room Block Request page.
  - Select your top 3 hotel preferences and submit the request form.
  - Please provide your Delegation Name in the field for “Group Name” under Contact Information.
  - After submitting your room block request, you can expect a response with further instructions within 48 business hours.
  - Room Block Requests can be submitted up until 5/16 at 12:00 PM noon (ET).
  - Rooming Lists (final count of rooms, type of rooms, who will be in each room, etc.) must be submitted to Louisville Housing by 5/22.
- If you would like to set up a preferred method of payment in advance (for example, paying by check or with a credit card that your delegation will not physically have with them at check-in or direct billing), please note this on your reservation.
- If your delegation would like to be housed next to another delegation, please note this on your reservation. It is helpful for any groups wanting to be housed next to one another to book the same day and list the same hotel preferences.
- Who do you contact with questions or for help?
  - Louisville Tourism Housing Department - They know the booking process, know the hotels, and are here to help you in whatever ways you need!

- phone: 1-800-743-3100 (Monday-Friday, 9 AM to 5 PM ET).
  - email: [housing@gotolouisville.com](mailto:housing@gotolouisville.com)
- National Registrar – For any Triennium questions that Louisville Housing is unable to answer, please reach out to Analise at [Analise.Brown@pcusa.org](mailto:Analise.Brown@pcusa.org).
2. Finalize Roommates / Rooming List – no later than May 22<sup>nd</sup>, 2025.
- **For 9 or less rooms**, individual names (who will be in each room) must be finalized and submitted to Louisville Tourism by 5/22. Any reservations that do not have names by 5/22 will be automatically cancelled on 5/23.
  - **For 10 or more rooms**, Rooming Lists (template will be provided) must be finalized and submitted to Louisville Tourism by 5/22. Any room blocks that do not have Rooming Lists will be automatically cancelled on 5/23.
  - If you would like to set up a preferred method of payment in advance (for example, paying by check or with a credit card that your delegation will not physically have with them at check-in or direct billing) and have not done so already, please note this when providing individual names / your Rooming List.
  - If you have any changes to your delegation after submitting your Rooming List / individual names, make sure to communicate these to Louisville Housing. Email these changes ASAP to Olivia Woods, Louisville Housing Manager, [owoods@gotolouisville.com](mailto:owoods@gotolouisville.com).
3. Hotel Reservation Cut Off – July 3<sup>rd</sup>, 2025.
- The Housing Site will remain open for individual reservations (9 or less rooms) and last minute changes through July 3<sup>rd</sup>, 2025.
  - Reservations cancelled starting 7/3 will forfeit the deposit of 1 night's room and tax to the hotel (per room cancelled).
  - If you have not yet received hotel confirmation directly from your hotel, you should receive this after the cut-off date. You can also begin to reach out directly to your hotel about your reservation and any special requests, etc., after 7/3.

### Frequently Asked Questions and Other Information

- Is refrigeration available?
  - Amenities, such as refrigeration, are listed for each hotel on the Housing Site.
  - If you need refrigeration in a particular room for a medical reason, please note this and the hotels will make every effort to accommodate your request.
- Can I request a cot?
  - Depending on the hotel, rollaway beds can be requested in single (King) rooms but cannot be guaranteed upon booking.

- Hotels cannot put rollaway beds in rooms that already have two beds due to fire code.
- What is the limit of people per hotel room?
  - Maximum is 4 people for most rooms due to fire code.
  - The PYT rate is flat with no additional charge for multiple occupancy (up to 4 people in double rooms).
- If we have an “extra” participant, will they be roomed with a participant from another delegation?
  - This will not be done automatically as at Purdue, but Louisville Housing may be able to help if you note this on your reservation. Please contact Analise with additional questions.
- Can a non-attendeo who is associated with a participant or delegation book a room at the PYT rate?
  - Yes! They can book on their own through Louisville Housing to receive the Triennium rate.
  - An example of this could be a partner and kids who will also be in Louisville but will not be participating in or attending Triennium.
- Hotel Team
  - In response to our new venue, Community Life has created a Hotel Team.
  - This group of volunteers are committed to providing emotional and physical support for Youth Participants and their Adult Advisors in the hotels where they are lodged.
  - They will be a resource when responding to concerns for illness or safety and will contact Conference Pastors when there is a need for ministry.
  - Hotel Team members will be placed at each hotel and will act as liaisons between Triennium participants and the hotel staff.
  - For additional information about the Hotel Team, please visit the Community Life section of the Triennium website: [www.presbyterianyouthtriennium.org/community-life](http://www.presbyterianyouthtriennium.org/community-life)
- Tips
  - It is customary to tip valets, housekeeping, and luggage attendants at hotels. If this is something your delegation wants to participate in, plan to budget for it and carry cash for tips.
- Hotel Parking
  - Parking rates vary from hotel to hotel. This information is highlighted on the Housing Site and individual hotel websites.