**MEMORANDUM**

TO: Dean, Directors and Department Heads

FROM: Scott R. Douglass, Vice Chancellor, Finance and Administration

SUBJECT: Stateview Hotel and Conference Center

DATE: April 5, 2017

I am pleased to report that the construction of the StateView Hotel is on schedule to open in fall 2017. The hotel operator indicates that a soft opening is likely in September or October, 2017. The hotel will have 164 guest rooms, 3 Suites, outdoor restaurant and lounge spaces, and a conference center with 8,400 net square feet of space, which can accommodate groups up to 300 people. The StateView is an Autograph Collection Hotel.

In order to ensure that the hotel is a successful operation on Centennial Campus, we have an obligation to first book Raleigh-based hotel space at the StateView Hotel, before looking at any other Raleigh hotel rooms. In return, we are being given first preference for blackout dates for important events on campus, as well as the lowest published price for rooms for a given specific day in a beautiful new hotel built with funds from outside investors.

In order to track our usage of the hotel, we have requested a special code, unique to NC State. That unique code is NQA. Please use this code whenever you book rooms. University Purchasing will ask for a valid reason for any exceptions to this guideline. Exceptions could be the hotel’s inability to handle a large conference, or lack of occupancy.

We are very pleased about the new hotel and believe the campus community will find that it adds an interesting and valuable new addition to campus.

If you need to book rooms or conferences, you can contact Karris Deis, Director of Sales & Marketing at 919-888-0574 or karris.deis@interstatehotels.com.

cc: Dan Adams, Associate Vice Chancellor, Campus Enterprise

Jeff Bandini, Associate Vice Chancellor, University Real Estate and Development

Mary Peloquin-Dodd, Associate Vice Chancellor, Finance and University Treasurer

Sharon D. Loosman, Director, Materials Management