



## Hotel Corporate Rate Agreements

Administration & Finance (A&F) maintains several corporate rate agreements with local hotels to support departments' need to occasionally arrange overnight accommodations for campus visitors. The following information is based on 2025 calendar year agreements. Specific rates or terms may change annually. Please contact A&F for assistance if needed.

1. Hotel Downstreet (North Adams)
  - a. Direct Billing: Hotel Downstreet will invoice MCLA Accounts Payable in A&F and does not require a credit card at the time of booking.
  - b. Reservation Process: Call 413-663-6500 or email [sales@hoteldownstreet.com](mailto:sales@hoteldownstreet.com) to make reservations. Indicate you're reserving a room under MCLA's rate agreement and provide the necessary booking information. The hotel will provide a total anticipated cost.
    - i. Requisition: Faculty/Staff must submit a Purchase Requisition Form promptly after reserving the room and include the guest's name, dates of stay, account line to be charged, and the anticipated cost.
2. The Porches Inn (North Adams)
  - a. Credit Card: The Porches Inn will require a credit card at the time of booking. Employees with an MCLA procurement card issued in their name may utilize it for the reservation. Those who need to borrow an A&F credit card may request one by submitting a Purchase Requisition Form. Once the form is approved, contact A&F for credit card information.
  - b. Reservation Process: Call 413-664-0400 to make reservations. Indicate you're reserving a room under MCLA's rate agreement and be prepared to provide credit card information as well as necessary booking information. The hotel will issue you a confirmation email and paid receipt following the stay. The receipt must be included with the supporting materials for the monthly procurement card expense report once the charge(s) post.
3. Fairfield Inn & Suites (Williamstown)
  - a. Credit Card: Fairfield Inn & Suites will require a credit card at the time of booking. Employees with an MCLA procurement card issued in their name may utilize it for the reservation. Those who need to borrow an A&F credit card may request one by submitting a Purchase Requisition Form. Once the form is approved, contact A&F for credit card information.
  - b. Reservation Process: Visit [MCLA's booking link](#) to make reservations and be prepared to provide credit card information as well as necessary booking information. The hotel will issue you a confirmation email and paid receipt following the stay. The receipt must be included with the supporting materials for the monthly procurement card expense report once the charge(s) post.