**HOTEL ROOM LIST FORM**

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SCHOOL NAME GROUP ACCT #

GROUP SPONSOR TOTAL NUMBER TRAVELING

\*\*\*PLEASE USE ALL CAP LETTERS AND USE MR OR MRS BEFORE ADULT NAMES.\*\*\*

\*\*\*ADDITIONAL CHARGE FOR SINGLE, DOUBLE OR TRIPLE ROOMS (SEE GROUP TRAVEL CONTRACT FOR ADD-ON COST)\*\*\*\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ROOM****#** | **ROOM TYPE** | **NAMES** | **NUMBER OF STUDENTS** | **NUMBER OF ADULTS** |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
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|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |
|  |  | **1:** **2:** | **3:** **4:** |  |  |

**WE WILL ALLOW ONE ODD ROOM OF GIRLS AND BOYS PER GROUP (I.E. DOUBLE OR TRIPLE) AT NO EXTRA COS.T ROOM LIST MUST ARRIVE TO US ON TIME, OTHERWISE WE WILL HAVE TO AFFIX A LATE FEE CHARGE.**

**(THIS SECTION FOR E.T.C. ONLY)**

***ROOMS NEEDED BY ESCORT(S) \_ ROOMS NEEDED BY DRIVER(S)* MUST HAVE IN OFFICE BY**