

EMPLOYEE REQUEST FOR ROOM RESERVATION

This completed form must be signed or emailed from employee and his/her supervisor, to their Executive Committee Member.

*Reservations for hotel rooms may be submitted as early as 30 days prior to your arrival date and for Villas-60 days prior to your arrival date. Employees & family are **NOT** to call into the reservation line. To check the status of your reservations, please check with your direct supervisor.*

A separate form is required for each room requested. Boxes can be filled out online or form can be printed.

PLEASE SAVE FORM TO YOUR OWN FOLDER!

Type of Request

EMPLOYEE

This room will be occupied by me, the Employee: _____

FAMILY

This room will be occupied by Family: _____

Employee Information & Guest Information

Employee Name: _____
 Employee Email: _____
 Work Property: _____
 Work Department: _____
 Employee Phone #: _____
 Supervisor Approval: Print: _____
 GM Approval: Print: _____

Name for Reservation: _____
 Email (for confirmation): _____
 Address for file: _____
 City/State/Zip: _____
 Cell Phone: _____
 Special Requests/Info: _____

Employee Acceptance of Liability

By signing this Request for Room Reservation, whether for self or a family member/friend, Employee acknowledges that he/she is ultimately responsible for ANY/ALL damages to a room and/or noise complaint resulting in compensation to another guest.

 Employee Signature

 Date

	<i>Check One</i>	Arrive Date	Depart Date	# Adults	# Kids	Bed Type <i>Circle One</i>	# Bedrooms @ Villa Only 1, 2, 3,4
Keswick Hall , Keswick VA	_____	_____	_____	_____	_____	K Q D	N/A
Kiawah/Sanctuary , Kiawah Is, SC	_____	_____	_____	_____	_____	K Q	N/A
Kiawah/Villa , Kiawah Is, SC	_____	_____	_____	_____	_____		
Sea Pines Resort , Hilton Head SC	_____	_____	_____	_____	_____	K Q D	N/A
The Hermitage , Nashville TN	_____	_____	_____	_____	_____	K Q D	N/A
The Jefferson , Richmond VA	_____	_____	_____	_____	_____	K Q D	N/A

To be Completed by Accommodating Property Management

DECLINED: _____ Your request has been declined.

APPROVED: _____ Your request has been approved.

Declined by: _____ **Print:** _____

Approved by: _____ **Print:** _____

Reason: _____

Confirmation #: _____

Notes: _____

Room Rate: _____