



Policy: IV- V

Approved by: Roger Warren

Date Approved: 11/25/2014

Employee Room Rate Policy

A discounted room rate is extended to employees, upon availability, after 30 days of employment. This discount is strictly for the employee, parents of employee, sibling or child of employee. No additional relatives are eligible for this discount.

To request this discount, you must fill out the Employee Room Request Form. The preferred way to process a request is to use the form as an email attachment. If email is not available to you, a hand written form is also acceptable. It must be complete with all requested information & must also include the approvals of your Executive Committee representative & the President of KIGR. **Approvals do not guarantee that a discounted room is available.** The approval is confirming that you have completed the form accurately & you are an employee in good standing. Once approved, it will be forwarded to the appropriate Reservations office for an availability check. The reservations office will confirm or deny the request (based on availability) within 3 days. This information will be sent to you via email, if provided, or through your department mail. DO NOT CALL THE RESERVATIONS DEPARTMENT FOR THIS INFORMATION. It will be provided to you when it is completed, within the 3-day requirement.

Please note the following restrictions: Reservations for the *Villas* will only be accepted 60 days prior to the requested arrival date. Reservations for *The Sanctuary* will only be accepted 30 days prior to the requested arrival date. You must guarantee your reservation with a valid credit card number. Standard cancellation policies apply. There is a maximum of 2 rooms per evening, per employee. You must take responsibility for your guest while they are on KIGR property. Special restrictions apply to holidays.

Employee rates are as follows:

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| <u>The Sanctuary</u> | Off Season (Nov 1 – Feb 29) \$110 per night | Season (March 1 – Oct 31) \$150 per night |
| <u>The Villas</u> | 35% off published rates | |