



### Complimentary Room Request Form

<b>Name:</b> <small>(person requesting comp. must be current team member)</small>	<b>Date:</b>
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**Hotel & Position:**

**Property Name**

**Number of Rooms**

**Number of Nights**

**Check-In Date**

**Check-Out Date**

**Type of Room**

**Business or Pleasure (circle one)**

**Credit Card #**

**Exp. Date**

**Revenue Management Signature**

**Date**

**General Manager or HR Signature**

**Date**

***Do not write below this section***

**Approved**

**Declined**

**Comps Available**

**Comps Used**

**All rooms must be guaranteed with a credit card. No shows will be charged one night room plus tax. A 24 hour cancellation notice is required to avoid charges.**

Please keep in mind that the following hotels may be difficult to reserve: Anaheim/Garden Grove, Altamonte Springs, Anaheim Hilton, Bulfinch, Ft. Lauderdale, Harrisburg, San Antonio, San Diego/Mission Valley, Somers Point, Washington DC.

*Please send request to Adriana Vasquez at [avasquez@ih-corp.com](mailto:avasquez@ih-corp.com) or 561-804-0925*