

Hotel Request Form

We strongly encourage you to book your return flight home on the same day your team arrives back in the U.S.

However, if your international flight comes in late and you cannot fly out on the day your team arrives in Chicago, you will need lodging. You have three options.

- 1) You can book a room that Royal Servants is holding at the Edward Hotel Chicago. We have reserved a block of hotel rooms near the airport for those participants who can not fly out that evening. The cost is \$75.00 per person which includes breakfast at the hotel. Each participant will be responsible for any other meals during this time. A Reign Ministries staff member will be at the hotel in case of emergencies and to assist students as possible. Please complete the form below and mail it to Reign Ministries by June 7th. The cost of the room will be added to the trip cost.
- 2) You can personally book a room at the same hotel that Royal Servants is using. You would have to arrange payment ahead of time with the hotel. To do so, Edward Hotel policy requires you to do the following:
 - a. Call and reserve a room with a credit card (1-847-544-7500)
 - b. Put a block on the card with the room charges
 - c. Request a credit card authorization form
 - d. Sign and send back the original to Edward Hotel Chicago
 - e. Once the participant checks in, he/she must provide identification, the credit card, or a copy of the credit card used to reserve the room, the authorization form, as well as the room reservation code
- 3) You can book a different hotel. Unfortunately, if you choose to do this Royal Servants will try, but cannot guarantee, to assist the student to/from the hotel.

Note: Please be sure to send extra money with your student so that they have funds to purchase food during their stay.



The following participant will need a hotel room on the evening of their return flight from overseas.

Participant Name: _____

Team: _____

- Will need hotel room for _____ (date)
(\$75.00 hotel cost will be added to trip cost)
- Making own arrangements. Hotel Name: _____

Form must be received by June 7th
Please complete and mail to:

Reign Ministries
5401 W Broadway Ave
Minneapolis, MN 55428

Office use only:

- Confirmation email sent _____ (date)

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