

**2012 Leadership Academy
January 6- 8, 2012
Room Reservation Request**

The room rate is \$76.00, double occupancy, plus \$5.32 county tax, for a total of \$81.32. In order to avoid paying an additional 6% State sales tax, you must include your chapter's Tax Exempt Form and pay with a check from the Chapter's bank account. *Individuals paying with a personal check or credit card must pay the State sales tax.* **Reservation requests must be received by December 16, 2011. After 12/16, the room cost will increase to the hotel's daily rate.** The hotel will pair up the odd man from different chapters unless you indicate you want to room alone. If you choose to room alone, you are responsible for the entire cost of the room. **All room cancellations must be made by December 30, 2011 in order to receive a refund.**

NOTE: THE ENTIRE FACILITY IS A NON-SMOKING HOTEL!

<u>Name #1:</u>	<u>Name #2:</u>	<u>Floor Preferred?</u>	<u>Room Alone?</u>	<u>All Rooms are Non-smoking</u>
_____	_____	_____	_____	<u>Date Arriving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	<u>Date Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Chapter: _____
 Contact: _____
 Telephone number: _____
 E-mail address: _____

Total number of rooms needed: _____
 Cost per room: _____
 Total amount due: _____

Check-in time is 3:00 p.m. (You may be able to check in earlier if your room is available.)

Make checks payable and send to: **Comfort Inn
 2187 University Park Dr.
 Okemos, Mi 48864**

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Attn: Amanda Allen