



## EMPLOYEE ROOM AUTHORIZATION FORM

**Employee Rate**– [www.grandtraverseresort.com](http://www.grandtraverseresort.com) go to **BOOK HERE** Promo Code **HTRAD**

**Rate available to employees and their friends and family on select days**

Reservations can be made up to 21 days prior to arrival

**\$55.00 + 11% Tax & \$18.95 Resort Fee per night**

**20% Off** – [www.grandtraverseresort.com](http://www.grandtraverseresort.com) go to **BOOK HERE** Promo Code **ZGTRS20**

When the Employee rate is not available book with this code for up to 20% off!

**\*\*This form must be completed and turned in to the front desk before or at check-in. Must be 21 or older to check in.**

Reservation #: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name of Guest: \_\_\_\_\_

Relationship of Guest to Employee: \_\_\_\_\_

Employee: \_\_\_\_\_ Department: \_\_\_\_\_  
Employee Please Print Employee Please Print

Approved by: \_\_\_\_\_  
Manager/Supervisor Print Manager/Supervisor Signature

1. The guest is required to present this form with the appropriate signatures to the front desk at check-in. **Failure to present this form will result in the rate being changed to the Best Available Rate at the time of check-in.**
2. Rate is available for leisure travel only. **You are only allowed 2 rooms per employee, per night.**
3. Persons renting a room are required to be 21 years or older.
4. **Guest must present a credit card and valid ID at check-in.**
5. If you need to cancel or change the dates on your reservation notify the front desk or reservations at least 72 hours (3 days) prior to your arrival date to avoid a penalty. Penalty charges equal one night's room rate.
6. **The employee is responsible for the conduct of their guests.** The employee is responsible for any unpaid charges or damages. If the conduct of the employee or guest is determined to be disruptive to guests, or is in violation of the Standards of Conduct, the employee and guests may be asked to leave the hotel. **The employee may be further subject to loss/suspension of Room Rate Request privileges and/or disciplinary action, up to and including termination. Parties of any kind are NOT allowed.**

***I understand and accept the conditions of this room rate request:***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_