

# 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 two options.

- 1) You can book a room that Royal Servants is holding at the Sheraton Suites Chicago. We have reserved a block of hotel rooms near the airport for those participants who cannot fly out that evening. The cost is \$90.00 per person which covers the cost of your room and helps cover the cost of the Reign Ministries staff required to stay and be responsible for each student. This also includes shuttle service to and from the airport. Each participant will be responsible for any meals during this time. The Reign Ministries staff member at the hotel will be available in case of emergencies and to assist students to and from the hotel. Please complete the form below and mail it to Reign Ministries by May 18<sup>th</sup>. The cost of the room will be added to the trip cost.
- 2) You can book a different hotel. If you choose to do this please be aware that it will be difficult for Royal Servants to be able to assist the students not booked through us. You will need to make your own arrangements for meals and transportation 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 a room at the Sheraton Suites for \_\_\_\_\_ (date)  
(\$90.00 hotel cost will be added to trip cost)

Making own arrangements.  
Hotel Name: \_\_\_\_\_

**Form must be received by May 18<sup>th</sup>**

**Please complete and mail to:**

Reign Ministries  
5401 W Broadway Ave  
Minneapolis, MN 55428

Office use only:

**Hotel Request Form**  
Due by May 18, 2022

Confirmation email sent \_\_\_\_\_ (date)

**DRAFT**