US Spirit 2012 Room Reservations Procedures

Room Reservations for Hard Rock Hotel or Royal Pacific Resort must be made by following these steps:

1. Each team, school or squad must submit a rooming list (on the format provided). There must be one person designated as the main contact for each team. Please list this contact on the reservation form.

2. The rooming list must include the names per room, ages and the corresponding chaperone (must be over the age of 21) and be submitted by February 20, 2012.

3. YOUTH GROUP GUIDELINES apply to all rooms and attendees. And the main contact for the team is responsible for the team to adhere to these guidelines. Please sign, date and send it in along with the rooming list. Please note that **we do not accept any room reservations without signed YOUTH GROUP GUIDELINES by the main contact person.**

4. Submit the rooming list and signed YOUTH GROUP GUIDELINES to Group Reservations by fax at 407-503-9258 or by e-mail to universalgroups@loewshotels.com. For questions, please call 1-866-360-7395 or 407-503-9276.

5. Prepayment of room and tax can be made by credit card or check. All prepayments should be sent to:

   ATTN: Vibha Patel, Group Reservations
   c/o Loews Hotels
   6800 Lakewood Plaza Drive
   Orlando, Florida 32819-7601
   Checks should be made payable to: *Loews Hotels at Universal Orlando*

6. A Master Account must be set up for Porterage (for group arrivals) and Damage Deposits (for all rooms). This can be done via credit card or check. A completed Credit Card Authorization Form will be required for credit card payments.

Individual Reservations for parents, grandparents, etc. can be made by dialing the Reservations line at 1-866-360-7395 and ask for the US Spirit Block. Each individual will be responsible for providing a credit card for Room, Tax and Incidentals. Reservations made in this manner will not be automatically blocked in rooms near their group.

For information on setting up breakfast vouchers, dinners, practice areas (subject to hotel approval), group arrivals or any special needs, contact:

Hard Rock Hotel
Director of Catering & Conference Management
Thyag Satgoor
(P) 407-503-2112
(E) tsatgoor@loewshotels.com

Loews Royal Pacific Resort
Access Conference Manager
Rosemary Whelan
(P) 407-503-3127
(E) rwhelan@loewshotels.com

The attached YOUTH GROUP GUIDELINES apply to all rooms and attendees.