

# Sport Club Request for Hotel Form

Submit completed form for each trip and email completed form to [buclubsports@baylor.edu](mailto:buclubsports@baylor.edu) .

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Club: \_\_\_\_\_

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

Event Location\*: \_\_\_\_\_

Date to Check-in: \_\_\_\_\_ Time: \_\_\_\_\_

Date to Check-out: \_\_\_\_\_ Time: \_\_\_\_\_

How many sport club members will be attending this event? \_\_\_\_\_

How many rooms are you needing reservations for? \_\_\_\_\_

Name for the hotel to be reserved under: \_\_\_\_\_

You will be notified on the status of your request as soon as has been processed.

\*Please provide an exact address when possible of your event so that we are able to book your hotel as close to your event as possible.

**This form should be completed at least 10 business days (2 weeks) prior to each event to allow time for processing.**

