

Key person for contact \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website \_\_\_\_\_  
Toll Free Number \_\_\_\_\_



**Facilities**

|                                       |                                |
|---------------------------------------|--------------------------------|
| Standard Room with 1 king-sized bed   | Standard Room with kitchenette |
| Standard Room with 2 queen-sized beds | Furnished Apartment            |
| Suite                                 | Other _____                    |
| Total rooms on property _____         | Number of smoking rooms _____  |
| Number of nonsmoking rooms _____      |                                |

**Location**

|                       |                |
|-----------------------|----------------|
| Nearest Airport _____ | Distance _____ |
| Downtown _____        | Distance _____ |
| Other locations _____ | Distance _____ |

**Amenities, Services and Facilities**

|                                     |   |
|-------------------------------------|---|
| Sleeping rooms on secure floor      | Cost free connection to long distance carrier |
| Secure parking                      | Car rental agency on property                 |
| Free parking                        | Will provide last room availability           |
| Free airport shuttle                | Free internet connection                      |
| Full service restaurant on property | Free local calls                              |

Other features such as cable tv, indoor pool/outdoor pool, A/V costs, Park & Fly policies



