

# North Carolina Conference of the Pentecostal Holiness Church

## Guest House Room Reservation Guidelines

To be good stewards of the rooms that the Conference has available, the Conference Executive Council has adopted the following guidelines:

- All who reserve rooms on campus are to agree to these guidelines by signing below.
- If a reservation is made and the room is not used without one week's notice, the guest is to pay for the first night.
- If a retired minister reserves a room for the entire week and vacates the room for any day(s) during the week, that minister is to pay half the rental rate for those days the room is vacant (Retirement Fund will pay the other half).
- If any guest who has reserved a room and leaves without acceptable reason, they are to pay the full rental rate for the days they had reserved. Retired ministers will pay half the rate and Retirement will pay the other half.
- A \$10 charge will be applied for any room keys that are not returned.
- **Deposit for non-retirees**
- For retired ministers, any applicable fees or charges related to the above guidelines will be deducted from September retirement checks if not paid by August 25<sup>th</sup>.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Date reservation made: \_\_\_\_\_

# of Rooms needing to reserve (Total of 8 rooms/1 Handicapped Accessible Room) \_\_\_\_\_

### Nights reserved:

Sunday       Monday       Tuesday       Wednesday

Thursday       Friday      Dates Reserved: \_\_\_\_\_

**I agree to the above guidelines and agree to pay all applicable fees.**

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

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### FOR OFFICE USE ONLY:

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date Key Returned \_\_\_\_\_

Room #(s) Assigned \_\_\_\_\_