



## US Spirit 2016 Room Reservations Procedures

Room Reservations for Hard Rock Hotel, Loews Royal Pacific and Cabana Bay Beach 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 18, 2016.
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 407-503-9208 or by e-mail to [universalgroups@loewshotels.com](mailto: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: Group Reservations / US Spirit  
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 Portage (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](mailto:tsatgoor@loewshotels.com)

Loews Royal Pacific  
TBA

Universal's Cabana Bay Beach  
Group Coordinator  
Tayler Sansbury  
(P) 407-503-4175  
(E) [tsansbury@loewshotels.com](mailto:tsansbury@loewshotels.com)

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