

**2011 YMCA Long Course
Swimming & Diving Championship
Hotel Reservation Request Form**



Event Dates: July 24 – 30, 2011

Hotel Reservation Deadline: June 23, 2011 (5:00 pm EST)

ONLINE: www.ymcaswimminganddiving.org
Email: Housing@atlanta.net
Fax: 404-521-6392

QUESTIONS: Call 404.521.6630
 Mon. – Fri. 9am – 5pm EST
(Phone Reservation NOT Accepted)

Hotel Preference 1 or 2	2011 Official Hotels	Distance to Aquatic Center	King/Queen 1 bed (1-2 persons)	Double 2 beds (2 persons)	Triple 2 beds (3 persons)	Quad 2 beds (4 persons)
	Atlanta Marriott Marquis 265 Peachtree Center Ave. Atlanta, GA	2 miles	\$139.00	\$139.00	\$139.00	\$139.00
	Hyatt Regency Atlanta 265 Peachtree St., Atlanta, GA	2 miles	\$139.00	\$139.00	\$139.00	\$139.00

***Rate do not include 15% tax – subject to change**

COMPLETE **ONE** HOUSING FORM **PER TEAM** AND INCLUDE A CREDIT CARD TO GUARANTEE YOUR RESERVATION.

Name of Guest: _____

YMCA/ Team Name: _____ **YMCA Association #:** _____

Total # of Rooms Needed: _____ #of Single Rooms (One Bed): _____ # of Double Rooms (2 Beds): _____

Arrival Date: _____ Time: _____ Departure Date: _____

Credit Card Type: _____ Number: _____ Expiration Date: _____

Cardholder Name: _____ Signature: _____

Deposit: One night room plus tax, per room

Paying by Check: Multiply complete room charge (confirmed rate + 15% tax) by # of nights you will be staying. Make the check payable to your hotel. **BRING CHECK WITH YOU to Atlanta and give to your hotel when you check in. -DO NOT MAIL CHECKS!-**

Send Hotel Acknowledgment to: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Business Phone: (____) _____

Fax: (____) _____ **E-mail Address:** _____

Instructions: Complete **ONE** housing form **PER TEAM**. ALL reservations **MUST** be made through the Atlanta Housing Bureau or **online** at www.ymcaswimminganddiving.org and guaranteed with a credit card valid through July 30, 2011. **If you do not receive an acknowledgement number, the Atlanta Housing Bureau did NOT receive your reservation.** An acknowledgement of your reservation request will be sent to you via email or fax (based on your reservation method) **within 7 business days**. Check the accuracy of your hotel acknowledgement and print a copy for your records. You will not receive a separate confirmation from your hotel. DO NOT call hotels directly. Hotel rates and availability are subject to change after the reservation deadline of **June 23, 2011 (5pm EST)**.

Cancellation: Access your reservation online at www.ymcaswimminganddiving.org. Cancellation requests may also be submitted via fax or email. Include "YMCA 2011 Hotel Reservation Cancellation" in the subject line of your email and include your name and hotel acknowledgement number with all communications. **Your cancellation is not confirmed until you receive a cancellation date and number.** Continue to make, modify and /or cancel reservations from July 25, 2010 through June 23, 2011 (5pm EST) via the Atlanta Housing Bureau. Reservations may be changed or cancelled without penalty until June 23, 2011, 5:00pm EST, (unless otherwise indicated by your assigned hotel). **A room reservation cancelled ON or AFTER Friday, June 24, 2011 may result in a forfeiture of one night room plus tax charged at the hotel's discretion, regardless of when the initial room request was received.** If a cancellation is necessary, please make sure it is done in a timely manner, in order to avoid any penalty. The Housing Bureau does not charge your credit card. **A Credit card deposit will be charged by the hotel, for one night room, plus tax starting June 24, 2011.** A \$25.00 cancellation-processing fee will be charged at anytime for reservations made with a check deposit and then cancelled. Refunds will be made at the end of the event. Credit cards must be valid through July 30, 2011 to be considered valid. **FAILURE TO CANCEL OR NO SHOWS WILL RESULT IN FORFEIT OF DEPOSIT, ONE NIGHT ROOM PLUS TAX.**

Changes/Early Departure Policy: Access your reservation online at www.ymcaswimminganddiving.org to make changes OR contact the Housing Bureau via fax or email until **June 23, 2011 5pm EST**. Please reference your acknowledgement number. Guests wishing to avoid an early checkout fee of one night room, plus tax should advise the Hotel at or before check-in of any change in planned length of stay.