



## **ROOM RESERVATION FORM**

Name:

Title:

Agency:

Reason for room:

Need a roommate:

BPRO Event:

Date:



## BPRO

In the event you will need to stay overnight at a hotel due to a BPRO event that BPRO will be paying for, please follow the following procedures:

1. Quarterly Board Meetings, the dates have been established for all board meetings. The treasurer and the 2<sup>nd</sup> Vice President will decide on a hotel and meeting room, once that has been decided a block of rooms will be reserved for the members.
2. You will need to notify the treasurer of your need to stay overnight (2 hours or more of travel time) and if you need a roommate. If you have already chosen a roommate for the night stay, please let us know. This will allow the treasurer to ensure that BPRO has an adequate number of rooms available. You will not be able to check into the hotel until a BPRO executive board member is present to pay for the room with the BPRO credit card.
3. If you choose to room alone you will be responsible for ½ of the total room bill. This amount will be billed to you and you will be required to pay that amount by the due date on the invoice.
4. If by chance you had a roommate selected and there was a last minute change or BPRO had an odd number of members staying, and you do not have a roommate, you will not be responsible for the ½ room charge.
5. State Board meetings, BPRO usually has representation at the state board meetings. The BPRO representative will contact the treasurer and provide the information regarding the meeting location and date. The treasurer will then reserve a room and provide a check to the representative for the room payment. There is not a penalty for a single room.
6. In other circumstances where a BPRO representative will be required to stay overnight, this will need to be approved via the BPRO president and forwarded to the treasurer.
7. Any requests for rooms need to be submitted within two weeks.