**GROUP RESERVATIONS**

Select conference hotels can allocate blocks of rooms to groups requesting **TEN or more rooms**. Esri does not guarantee that a specific number of rooms will be available at specific hotels, as group reservations are available on a first come, first serve basis. Group reservations will be booked at specific hotels listed on the [Group Reservations Agreement](file:///C%3A%5CUsers%5Ckarl0000%5CBox%20Sync%5CHousing%5CHOUSING-%20UC%202017%5CGroup%20Reservations%5CUC%202017%20Group%20Reservation%20Request%20Form.docx) only. Rooms will be located in the same hotel whenever possible. If you requested hotel does not have the entire block of rooms available, Esri will research other hotel options and confirm via e-mail what was allocated to the group.

You must read and complete the [Group Reservations Agreement](file:///C%3A%5CUsers%5Ckarl0000%5CBox%20Sync%5CHousing%5CHOUSING-%20UC%202017%5CGroup%20Reservations%5CUC%202017%20Group%20Reservation%20Request%20Form.docx)before you can request a block of rooms. You can submit completed forms via e-mail to uchotelres@esri.com. With group reservations, unlike individual reservations, you do not have to be registered for the event to request a block of rooms.

**Note: Deadlines and fees for group blocks are different from those for individual reservations.**

**May 3rd, 2017**

Groups may reduce room nights or cancel reservations being held in its block without penalty on or before May 3rd, 2017 at 5:00 PM (PST). Any reserved rooms cancelled after May 3rd will be charged a $100 cancellation fee, per reservation.

**After May 3rd, any unreserved room nights remaining in your block will be released into the general inventory.**

**June 16th, 2017**

Please make sure that the final name for each reservation is in the system before June 16th, 2017 at 5:00 PM (PST). After June 16th, all reservations are transferred to the hotel, therefore, any name changes, cancellations etc. will need to go through the hotel directly.

**Contact Us**

E-mail
Phone: 909-793-2853, Ext 1363
Hours: 8:00 a.m. - 5:00 p.m. (PST), Monday-Friday