

Our reservation system is ready to accept **individual** guest room reservations from your **group** block.

Your event attendees can log onto our website: [MeetEatSleep.rutgers.edu](http://MeetEatSleep.rutgers.edu) and follow the prompts.

The system will require them to:

1. Click the BOOK A ROOM button
2. Select ARRIVAL DATE and select DEPARTURE DATE
3. Select the number of GUESTS
4. Enter PROMOTIONAL/GROUP CODE: **LAWCHA 27771**
5. Click the SEARCH AVAILABILITY button
6. Click the VIEW RATES button for their preferred room type (if multiple room types are offered)
7. Click the ADD button
8. Follow the instructions for a credit card payment
9. Event attendees can only book the dates in your block: **5/18, 5/19, 5/20**. If they need to arrive earlier or leave later, and have to go outside of these dates, they will have to log back into the system and make additional reservations at prevailing rates. They should not re-enter the Promotional/Group Code as they will be making individual reservations, not group reservations. They must make a note alerting our staff that they are part of your group so that they can have a continuous stay in one room. If they fail to provide this information, they may be required to switch rooms during their stay.
10. Rate and cancellation policy: non-refundable 100% deposit is required at the time of booking. Reservation cannot be cancelled, amended, or adjusted after booking. If guests do not arrive on the reservation date, the reservation will be cancelled without refund or credit.