



Olympia Hospitality Employee Rate Authorization Form

When presented, this Authorization Form allows the individual named below to book the Olympia Employee Rate or the Friends & Family Rate, subject to availability at participating hotels. Associates may reserve up to two rooms per night at the Employee Rate, while immediate family members may reserve one room per night at the Friends & Family Rate. All Olympia Employee and Friends & Family Rates are reserved exclusively for personal leisure travel.

Terms and Conditions

- The original, completed authorization form must be presented at check-in and may only be used by the individual listed, along with a valid photo ID.
 - A valid credit card is required at check-in and will be authorized for the total value of the stay plus daily incidentals.
 - Employee and Friends & Family rates are for personal use only. Any misuse of these rates may result in loss of participation privileges for both the individual and their sponsoring hotel.
 - These discounted rates are a professional courtesy and should be treated as such. Proper conduct is expected at all times by the associate and anyone traveling in their party. Any falsification of this form, misrepresentation, or inappropriate behavior during a stay will be reported to the sponsoring associate's employer and may result in disciplinary action, loss of rate privileges, or termination of employment.
- By requesting the Olympia Employee or Friends & Family Rate, I acknowledge that I have read, understand, and agree to comply with all terms and conditions listed above. **Employee Initials:** _____
- By signing below, I certify that the individual named above is a current employee of an Olympia Hospitality-managed hotel and is eligible for the Employee Rate program. **Sending GM Initials:** _____

Name of Associate

Associate Signature

Sending GM Name

Sending GM Signature

Visiting Hotel Name

Authorized Stay Dates