



320 Broad Street, Suite 1, Red Bank, NJ 07701
 800.426.0157 | phone: 732.617.8687 | fax: 732.933.8681
 travel@eduSTARTours.com | www.eduSTARTours.com

ROOMING LIST

| | | | |
|---------------------|---------------------|---------------------------|--|
| GROUP NAME: | | GROUP LEADER: | |
| DESTINATION: | | DATE OF CHECK-IN: | |
| # OF KIDS: | # OF ADULTS: | DATE OF CHECK-OUT: | |
| ROOM # | ROOM # | ROOM # | |
| 1. | 1. | 1. | |
| 2. | 2. | 2. | |
| 3. | 3. | 3. | |
| 4. | 4. | 4. | |
| ROOM # | ROOM # | ROOM # | |
| 1. | 1. | 1. | |
| 2. | 2. | 2. | |
| 3. | 3. | 3. | |
| 4. | 4. | 4. | |
| ROOM # | ROOM # | ROOM # | |
| 1. | 1. | 1. | |
| 2. | 2. | 2. | |
| 3. | 3. | 3. | |
| 4. | 4. | 4. | |
| ROOM # | ROOM # | ROOM # | |
| 1. | 1. | 1. | |
| 2. | 2. | 2. | |
| 3. | 3. | 3. | |
| 4. | 4. | 4. | |
| 5. | 5. | 4. | |



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ROOMING LIST INSTRUCTIONS AND INFORMATION

1. Rooms are based on quad occupancy (4 people per room).
 2. Any room that is smaller than a room of four will be charged additional costs as follows:
 - a. Triple room - \$25 extra per person / per night;
 - b. Double room - \$40 extra per person / per night; and
 - c. Single Room - \$80 per person per night.
- *For any group staying at a New York City hotel, the room fees are doubled.
3. All additional room charges will be included in the school invoices or individual invoices.
 4. As a result of one odd number of girls or boys, eduSTAR may, at its own discretion, not charge for that room. Any additional rooms must be charged.
 5. Some hotels do not allow roll-away beds into a room as it may be a fire code violation. eduSTAR will let you know based on your hotel.
 6. eduSTAR permits one double room for every two (2) free chaperones.
 7. Every hotel used by eduSTAR tries to keep rooms next to each other and on the same floor. However, that can never be guaranteed.
 8. ROOMING LIST MUST BE TYPED AND EMAILED TO eduSTAR SIX WEEKS PRIOR TO ARRIVAL.
 9. Any changes to the rooming list must be made by the Group Leader.
 10. IF YOU NEED A COPY OF THIS BLANK FORM IN "WORD" PLEASE CONTACT US AT 800.426.0157.