ILAC/CESI Center
Santiago, Dominican Republic

LODGING RESERVATION REQUEST

PLEASE RETURN TO:
Institute for Latin American Concern (ILAC)
Creighton University
2500 California Plaza
Omaha, NE 68178
Omaha Office: Telephone 402/280-3179 // Fax: 402/280-1889
e.mail: ilac@creighton.edu

Person requesting this reservation: ____________________________

Family Name                  Middle Name                  First Name

Organization (if applicable): ____________________________ Group Sponsor: ____________________________

If a group, please attach a list of the participants, their age, and gender

Address: ________________________________________________

Number/Street    City    State    Zip Code    Country

Telephone: __________________ Fax: __________________ E-mail: __________________

Emergency Contact Information: 1. __________________ phone __________________

Lodging Reservation

Arrival Date and Time at the ILAC Center: __________________

Departure Date and Time from the ILAC Center: __________________

Purpose of the visit: ________________________________________

Number of persons in the group: _______ Number of males: _______ Number of females: _______

Special housing arrangements (e.g., married; families; physical disability needs): __________________

Airport Transportation

Do you need ground transportation to and from the airport? Yes ______ No ______

If yes, indicate the date and time for arrival and departure, the airport, airline, and flight number. (There is a fee for this service.) __________________

Policy for reservation/cancellation and payment

• The ILAC Center is available for individuals or groups engaged in activities and projects that support the mission of the Center.
• Reservations can only be made through this reservation form.
• Cancellations and/or changes should be made in writing to ILAC.
• Payment for groups and individual volunteers will be made to the ILAC office at Creighton University per budget.
• Payment for visitors is paid directly to the ILAC/CESI Center offices in Santiago, Dominican Republic.
• Room and board fee is $33.00 per person per day. Previous ILAC participants receive 2 nights free, then a half price discount.