

# Albright

TRAINING CENTER

National Park Service  
US Department of the Interior

1 Albright Avenue, PO Box 477  
Grand Canyon, AZ 86023  
PH: 928.638.7981 ■ FX: 928.638.2953



## LODGING REQUEST

PLEASE NOTE that first priority is given to NPS – Albright sponsored training and events. We invite your request, pending availability. Please refer to [www.nps.gov/training/hoal](http://www.nps.gov/training/hoal) for specific lodging information. Email or fax form to the Lodging Coordinator ([albright\\_campus@nps.gov](mailto:albright_campus@nps.gov)). You will receive a notification that your request has been received within five business days.

APPLICANT INFORMATION		
DATE OF SUBMISSION		
APPLICANT /SPONSOR		
ORGANIZATION		
PURPOSE		
ADDRESS		
PHONE (work and/or cell)		
EMAIL		
LODGING INFORMATION		
# OF ROOMS REQUESTED <sup>1</sup>		
PAYMENT METHOD <sup>2, 3</sup>	<input type="checkbox"/> Plastic Card (Do Not Provide Card Number at this Time) <input type="checkbox"/> NPS Account (CC&FA&FUND or CC&WBS&FUND):	
SPECIAL REQUESTS?	<input type="checkbox"/> Guests Under Age 18 (Additional Guest Form Required) <input type="checkbox"/> ADA Accessible <input type="checkbox"/> Service Animal <input type="checkbox"/> Other:	
GUEST INFORMATION (use page 2 if necessary)		
NAME(S) & PHONE/EMAIL	ARRIVE	DEPART
APPROVAL (to be completed by Albright NPS staff)		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	BY: _____, Lodging Coordinator
DATE		
DENIAL REASON		
INTERNAL USE ONLY		
CF to Trace		CF to Applicant & Guest
Occupancy Calendar		Confirmation Number

<sup>1</sup> All rooms have 1 queen bed & accommodate single or double occupancy; no pets; no guests under age 18 unless approved in advance

<sup>2</sup>Standard Rate \$60/night

<sup>3</sup>Credit or Debit card only; for checks, an online payment system is available