

**EXHIBIT A  
TO MASTER HOTEL AGREEMENT  
GUEST ROOM ACCOMMODATIONS ADDENDUM**

1. **Hotel:** \_\_\_\_\_  
**Hotel Contact information:** \_\_\_\_\_
2. **Name of Event:** \_\_\_\_\_
3. **Event dates and times:** \_\_\_\_\_
4. **FIU Department:** \_\_\_\_\_  
**Department Contact Information:** \_\_\_\_\_
5. **Guest Room Block.** FIU will utilize \_\_\_\_\_ room nights in the amount/pattern set forth below:

Room Type:	DATE:			
1.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
2.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
3.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
<b>Total # of Rooms:</b>	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms

6. **Room Rates.** The Hotel confirms the following rates for the Event:

Room Type:	Single Rate	Double Rate
1.	\$ _____	\$ _____
2.	\$ _____	\$ _____
3.	\$ _____	\$ _____

The additional charge for Triple and Quad occupancy is \$ \_\_\_\_\_ per additional person.

7. **Reservation Method and Payment.** *Check one:*

- Reservations will be made by **rooming list**. The Department will forward the rooming list to the Hotel on or before \_\_\_\_\_ (the "Cut-Off Date").
- Reservations will be made by **individual guests** on or before \_\_\_\_\_ (the "Cut-Off Date").

8. **Complimentary Rooms.** FIU will receive \_\_\_\_\_ complimentary guest room(s) during the Event. Unused complimentary guest rooms have no monetary value.

9. **Auxiliary Activities.** LIST ADDITIONAL TERMS APPLICABLE TO GUEST ROOM ACCOMMODATIONS, SUCH AS AMENITIES TO BE OFFERED BY HOTEL:

**The Florida International University  
Board of Trustees**

**Hotel:** \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_