

Procedures for Team Member Hotel Discount Program

- The hotel discount form will be available in Human Resources.
- After the Team Member completes the form, the property HR department will route the form via Service Now to Team Member Services (teammemberservices@boydgaming.com) for eligibility verification.
- Team Member Services will complete the appropriate section of the form and email it to the appropriate Room Reservations team for the property requested.
- Room Reservations will complete the form indicating nightly rate, confirmation number and the signature of the person inputting the reservation. They will send the form to the team member's e-mail address provided on the form.
- The Team Member must contact Room Reservations within 24 hours of receiving the rate to provide a credit card number and guarantee the reservation with the first night's deposit.

Eligibility

The person the reservation is being made for must be at least 21 years of age. The Team Member cannot stay at the property at which they work at unless approved by the General Manager.

Every effort will be made to accommodate the Team Member's travel plans; however, there is no guarantee of availability. You will be required to provide a credit card and picture ID at check in. The credit card will be authorized/charged for the full amount of the stay.

The discounted rates will be based on availability and will generally be offered up to 20% off the prevailing rate. Some exclusions may apply. The Team Member discount is available at all properties.

To determine if a property participates in an additional Friends and Family Discount Program, refer to My Discounts on Boyd.net, or refer to Boydstyle.com. Team Members may also inquire directly with the property for any promotions or discounts.

**BOYD GAMING CORPORATION
HOTEL RESERVATION REQUEST**

Type of Request: ____ Team Member Discount ____ Friends & Family Discount*

Today's Date: _____ Team Member Name: _____ Team Member #: _____

Team Member's Property: _____ Team Member's Department: _____

Team Member's Contact Number: _____ Team Member's E-mail Address: _____

Hotel Requested (Please Select One): _____

Guest's Name: _____ Relationship to Team Member: _____

Mailing Address: _____

Contact Phone Number: _____ E-mail Address: _____

Arrival Date: _____ Departure Date: _____ Number of Nights: _____

Number of Rooms: _____ Number of Adults: _____ Number of Children: _____

Bed Type Requested: _____ Smoking Preference: _____ Handicap Access: _____

ATTENTION HOTEL GUEST

An e-mail will be sent to the guest email address provided. Guest must contact Room Reservations to guarantee the room with the first night deposit by the date indicated below. The reservation will be canceled if the deposit is not received by that date.

Guest checking into the hotel must be 21 years or older, they will be required to provide valid ID and a credit card upon check-in. A \$100.00 refundable deposit will be charged at check-in for incidental charges.

TEAM MEMBER SERVICES USE ONLY

Verified By: _____ Date: _____

ROOM RESERVATIONS USE ONLY

Nightly Rate: _____ Confirmation #: _____

Confirmed By: _____

Send form to the team member e-mail address provided above.

*At participating properties