



**Dear 2018 National PAL Youth Mentoring Summit Program Attendee:**

On behalf of the National Association of Police Athletic/Activities Leagues, Inc., we would like to take this opportunity to welcome you to the Bolger Center and provide you with some important information that we hope will enhance your stay with us during your upcoming exciting Youth Summit!

**Please review the below policies and property details. Then complete the attached Reservation Form and email to [bustamante-jisela@aramark.com](mailto:bustamante-jisela@aramark.com) or fax to 301-983-7120 by **July 6, 2018**. Please allow 72 hours for your reservation to be processed and email confirmation. Please note that certain room types have limited availability and room type requests will be honored on a first come, first serve basis.**

**National PAL Policies:**

In order to accommodate all participants of this group, it will be vital that all of our room types that are able to accommodate multiple occupants, are maximized to our fullest capacity. Deluxe Double room types accommodate up to 4 people and will be assigned to 4 people. If you do not indicate four participants to share this room type on your Reservation Form, The Bolger Center will take the liberty of assigning room shares.

When completing the Reservation Form, please complete the form in its entirety to ensure accuracy for you and your youth's reservations. Please provide the credit card that will be **charged** for the stay. **If multiple credit cards will be used for payment, please be sure to specify which credit card will pay for each room / attendee.** Also, please be sure to list the name of each occupant in the room including each youth. **Room keys will NOT** be provided to youth's or attendees if their name is not listed on the reservation. \*Reservation Forms will NOT be processed if incomplete which may delay or negate your room type preference.

Reservation Forms must be received prior to the groups cut-off date. Any Reservation Forms received after the cut-off date will be honored based on availability and may be subject to relocation to another hotel.

**Valid photo identification will be required for each occupant at check in, including all youth.**

If paying by a pre-printed check, please be prepared for overage due to Summit Fees and the other miscellaneous fees.

There may be Summit Fees and/or Transportation Fees for the NPAL Youth March on Capitol Hill Day, and if so determined, they will be assessed during your stay.

Packages and Summit Fees will be assessed to each room based on the number of occupants that were listed in the room, as confirmed at check-in, and are **NOT REFUNDABLE**. **At this time, these fees are To Be Determined. Once the final count and assessment has been determined (in advance of the summit) the fees will be posted to your account.**

Meals are included in your Complete Meeting Package and will start with dinner on Wednesday and end with lunch on Sunday.

Early Departures will be charged so please ensure your check in and check out dates are accurate.

## **Property Information**

*The Bolger Center is located on an 83 acre campus and our sleeping rooms are located throughout several different buildings. Depending on the room type that you have chosen, we cannot guarantee that rooms will be next to each other or even in the same building; however, every effort will be made to accommodate any special requests. Please see the attached map for building and parking locations.*

**A Building** - Includes single rooms with two balcony style suites

**B Building** -Includes single rooms with two balcony style suites

**C Building** -Includes all deluxe double rooms, two balcony style suites and one of our VIP Arbor Suites

**D Building** – Includes all single rooms, two balcony style suites and one of our VIP Arbor Suites

**E Building** - Includes single rooms with two balcony style suites

**Osgood's Building**- Includes standard rooms and suites

## **Room Type Descriptions:**

All of our guest rooms include personal coffee/tea maker, iron with ironing board, hair dryer and bath amenities to enhance your stay.

**Single Room:** Our Single Rooms are perfect for the individual traveler. This guestroom is approximately 180 square feet with one full size bed. Flat Screen TV, desk space, complimentary internet access and voice mail are all included for your convenience. **Maximum Occupancy: 1**

**Standard Room:** Our Standard Rooms are conveniently located in Osgood's Building. This guestroom is approximately 360 square feet with one queen size bed. Flat Screen TV, desk space, complimentary internet access and voice mail are all included for your convenience. **Maximum Occupancy: 2**

**Deluxe Double:** Our newly added Deluxe Double Room includes two queen beds with a separate sitting room. Two flat screen TV's, ample work space, complimentary internet access and voice mail are all included for your convenience. **Maximum Occupancy: 4**

**Suite:** Our spacious one bedroom suites accommodate up to four guests. Featuring a queen size bed and a sitting room that includes a queen size sleep sofa bed. Two flat screen TV's, ample work space, refrigerator, microwave as well as complimentary internet access and voice mail are all included for your convenience. Select Suites feature balconies and/or King size beds. **Maximum Occupancy: 4**

**ADA compliant rooms are also available upon request.** The Bolger Center is ever responsive to individual guest needs. We've made the Center accessible to those who are physically challenged and have special equipment to help insure the comfort and safety of our guests. For special items such as TDD phones/vibrator alarms, please ask at Guest Services.

## **CHECK-IN / CHECK-OUT**

- Check in time is 4pm.
- Check out time is 11am
- Early Check-Ins and Late Check-Outs may be available upon request for an additional fee. Please call ahead to confirm availability.

## **FRONT DESK**

The Front Desk is located in the Hotel Check-In Building and is staffed 24 hours a day, 7 days a week. Please contact the Front Desk at 301-983-7000 for information, emergencies, wake-up calls, maintenance requests, and lost and found items.

## **PROPERTY ADDRESS**

Mail should be addressed to you in care of:

The William F. Bolger Hotel & Conference Center  
9600 Newbridge Drive  
Potomac, Maryland 20854

**PARKING** -Parking is complimentary! There are no assigned parking spaces at the Bolger Center. You may park in any legal parking space available in our parking lots. When all lots are full, park where directed by Security or Grounds Staff. Please do not park in front of the Hotel Check-In Building, this area is reserved for loading and unloading only.

**DINING** -Osgood's Dining Room is located in the Osgood's Building, first floor, directly off the lobby. A daily menu is posted at the door. Every meal is an all-you-can-eat buffet. \*\*hours are subject to change.

**PONY EXPRESS BAR AND GRILL**- Located in the Hotel Check-In Building, the bar & grill is open daily from 4 p.m. to midnight and offers a standard bar, as well as a lite-fare menu (food is only available until 11pm). \*\*hours are subject to change.

**VENDING ROOM**- The Vending Room offers a variety of healthy vending options and is located in A Building on the first floor.

**BANKING SERVICES** -An ATM Machine is located in the Hotel Check-In Building. It is available 24 hours a day.

**COMPUTER LABS** -Guests are welcome to use the Computer Center located in the 1<sup>st</sup> floor lobby of the Osgood's Building.

**DRY CLEANING/LAUNDRY** -Dry cleaning and laundry services are available Monday – Friday at Guest Services. Call 301-983-7000 for information.

## **FITNESS CENTER**

The main Fitness Center is located in the Franklin Building with a satellite fitness center located in C/D building. Both centers are open 24 hours a day.

Basket Ball Courts – open sun up to sun down. Please visit the Front Desk for sports equipment.

Bicycles are available at no charge. We ask that you do not take the bicycles off property please. Please visit the Front Desk to sign them out! \*\*We only have 4 bicycles on property to sign out.

Nature Trail – the Bolger Center has a 1.5 mile Nature/jogging trail that encircles the property!

## **Swimming Pool (Franklin Building) \*Subject to Change**

Monday thru Friday – 5pm to 10pm  
Saturday -& Sunday - 8am to 10pm

## **TRANSPORTATION**

A complimentary shuttle is available for guests. The shuttle departs from the front of the Hotel Check-In Building, goes to the Bethesda Metro Station, then to Montgomery Mall and then returns to the Hotel Check-In Building. Shuttle schedule varies, please contact Guest Services for a current schedule. **Please note that the Shuttle only seats 7 guests and reservations are required.** **Please call Guest Services at 301-983-7000 to reserve your seat!**

Regency Taxi provides reliable, hassle free, courteous, on time service to and from airports, train stations, etc. **For reservations please call 301-990-9000.** *Regency Transportation is not affiliated with Aramark, The Bolger Center, and/or the United States Postal Service.*

**For rental car information, contact Enterprise at 301-469-6100. Reference account #L16X457 for discounted rates that may be available.**

Taxicabs for the Potomac, Bethesda, Rockville, and Silver Spring areas:

Barwood 301-984-1900  
SuperShuttle.com 1-800-258-3826

Uber and Lyft are also available and can be booked through the app on your phone.

## **EXPLANATION OF CHARGES**

The below details are an explanation of charges to assist you in understanding your invoice. If there are any issues, The Bolger Center has worked very closely with National PAL to make sure the invoices were written in a way that you can get reimbursed easily. **The Bolger Center is not allowed to make any changes without permission from National PAL.**

Plus Applicable Taxes (6% State Tax and 7% County Tax)

	<b>SINGLE</b>	<b>STANDARD</b>	<b>DLXDBL</b>	<b>SUITE</b>
Room Rate	116.00	156.00	219.00	239.00
Food Package ( <b>Per Person</b> )	69.00	69.00	69.00	69.00

**Single and Standard are for 1 occupant each and the DlxDbL and Suite can have a max of 4 occupants (Prices above are based on maxim occupancy)**

**Room and Package Rates: Wednesday 7/25/18, Thursday 7/26/18, Friday 7/27/18, Saturday 7/28/18** Plus Applicable Taxes (6% State Tax and 7% County Tax)

\*Food Package is PER PERSON

\*Packages were posted to each room based on the number of occupants that were listed in the room, as confirmed at check-in and **NOT REFUNDABLE.**

For those arriving on **Wednesday 7/25/18**, an additional \$80 Day Guest Fee will be posted to your account (per person, per teen) plus tax.

**RESERVATION FORM**

When completing the Reservation Form, please complete the form legibly and in its entirety to ensure accuracy for you and your youth's reservations. Please provide the credit card that will be **charged** for the stay. **If multiple credit cards will be used for payment, please be sure to specify which credit card will pay for each room / attendee.** Please be sure to list the name of each occupant in the room including each youth. **Room keys will NOT** be provided to youths if their name is not listed on the reservation. \*Reservation Forms will NOT be processed if incomplete which may delay or negate your room type preference.

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Name of group \_\_\_\_\_

Name of Mentor for this group \_\_\_\_\_ Total # of youths in group \_\_\_\_\_

**ROOM 1**      **ROOM TYPE** \_\_\_\_\_      **# OF OCCUPANTS IN THE ROOM** \_\_\_\_\_

Method of Payment for this room: Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\*If paying by check, a credit card is still required to guarantee the room.

Credit Card Details:

Is this Credit Card to be charged for the stay or to be used for guarantee only? Charge \_\_\_\_\_ Guarantee \_\_\_\_\_

Name as it appears Credit Card: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Credit Card: VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Diners \_\_\_\_\_ Discover \_\_\_\_\_

Occupant 1: \_\_\_\_\_ Mentor \_\_\_\_\_ Youth \_\_\_\_\_

Occupant 2: \_\_\_\_\_ Mentor \_\_\_\_\_ Youth \_\_\_\_\_

Occupant 3: \_\_\_\_\_ Mentor \_\_\_\_\_ Youth \_\_\_\_\_

Occupant 4: \_\_\_\_\_ Mentor \_\_\_\_\_ Youth \_\_\_\_\_

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**ROOM 2**      **ROOM TYPE** \_\_\_\_\_      **# OF OCCUPANTS IN THE ROOM** \_\_\_\_\_

Method of Payment for this room: Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\*If paying by check, a credit card is still required to guarantee the room.

Credit Card Details:

**Is this Credit Card to be charged for the stay or to be used for guarantee only? Charge** \_\_\_\_\_ **Guarantee** \_\_\_\_\_

Name as it appears Credit Card: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Credit Card: VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Diners \_\_\_\_\_ Discover \_\_\_\_\_

**Occupant 1:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 2:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 3:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 4:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

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**ROOM 3**      **ROOM TYPE** \_\_\_\_\_      **# OF OCCUPANTS IN THE ROOM** \_\_\_\_\_

Method of Payment for this room: Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\*If paying by check, a credit card is still required to guarantee the room.

Credit Card Details:

**Is this Credit Card to be charged for the stay or to be used for guarantee only? Charge** \_\_\_\_\_ **Guarantee** \_\_\_\_\_

Name as it appears Credit Card: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Credit Card: VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Diners \_\_\_\_\_ Discover \_\_\_\_\_

**Occupant 1:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 2:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 3:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 4:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

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**ROOM 4**      **ROOM TYPE** \_\_\_\_\_      **# OF OCCUPANTS IN THE ROOM** \_\_\_\_\_

Method of Payment for this room: Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\*If paying by check, a credit card is still required to guarantee the room.

Credit Card Details:

**Is this Credit Card to be charged for the stay or to be used for guarantee only? Charge** \_\_\_\_\_ **Guarantee** \_\_\_\_\_

Name as it appears Credit Card: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Credit Card: VISA \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Diners \_\_\_\_\_ Discover \_\_\_\_\_

**Occupant 1:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 2:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 3:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_

**Occupant 4:** \_\_\_\_\_ **Mentor** \_\_\_\_\_ **Youth** \_\_\_\_\_