

GUEST ROOM RESERVATION POLICY & PROCEDURES:

- To reserve your room for Dallas Family Forum, please call the hotel directly at 1-800-ROSEWOOD at least twenty-one (21) days prior to arrival and ask for the **FBN North America** or **FBN-NA Conference room block**. Guests are to provide guest name, home or business address, email address requested type of room and credit card at the time of reservation. The hotel will provide guests with a confirmation number and notice.

CHECK IN/CHECK OUT TIME:

- **Check-in time is 3:00p.m.** Room assignments prior to this time are subject to availability.
- **Check-out time is 12:00 noon.** Should you request a late checkout, the hotel may impose a half-day rate.