



FT GREELY RECREATIONAL LODGING RESERVATION REQUEST

If you would like to request a reservation, please complete and return the attached reservation request form by email to matthew.b.cole1@us.army.mil, fax (907)-873-4312, or phone (907)-873-4311.

Updated 08 Dec 09

| INFORMATION REQUESTED | | PROVIDE YOUR RESPONSE |
|---|---|-----------------------|
| Arrival Date (dd/mm/yyyy) | Check-in Time 1300 | |
| Departure Date (dd/mm/yyyy) | Check-out Time 1100 | |
| Title of Respect | i.e. COL, Ms., Mr., etc. | |
| Last Name, First Name | | |
| Rank /Pay Grade | i.e.,06,E7, YA2, etc. | |
| # Adults | 18 years & older | |
| # Youth | 1 years to 17 years | |
| # Children | Less than 1 year | |
| Room Type Preference Rates are based on room type. Room types and rates are not guaranteed. When guest volume limits availability, we may not be able to match your room type preference. All rooms are non-smoking. No pets. | Suite – Double bed, Living room with TV, sofa, microwave, mini refrigerator Family room -1 Double, 2 single beds, no couch, TV, microwave, mini refrigerator | |
| Address | | |
| City/State | | |
| Zip Code | | |
| Cell phone with area code | | |
| Work phone with area code | | |
| E-mail address | | |
| Company/unit assignment | | |
| Settlement Guaranteed Reservation Policy Reservations may be guaranteed with a credit card. Cancellation Policy 24 hr notice is required to avoid a one day lodging charge. | CA – Cash or Check CC – Credit Card | |
| Credit Card Number Required to guarantee reservation | Please call this information in or send encrypted via email. Faxes are NON secure. | |
| Purpose for visit Orders at required at the time of check in. | PCS to or out of Fort Greely area TDY civilian-orders DoD civilian-orders TDY military-orders UV-Unofficial Visit (no orders) | |
| Branch of Service | | |
| Special Requests | Sofabed, rollaway, first floor, second floor, playpen. | |

General Rules:

1. No pets allowed.
2. No smoking allowed. \$100 cleaning fee will be applied if violated.
3. Lost, damaged or destroyed government property will be replaced at current market value.
4. A 24 hour cancellation notice is required to avoid a one day lodging fee.

Eviction Policy:

1. Authorized users, family members of guests will be required to follow all rules.
2. No vulgarity, excessive noise, destruction of government property, fighting or creating a disturbance resulting in an adverse effect on morale and welfare of others, defying lodging authority, or any inappropriate behavior will not be tolerated.
3. For complaints, contact the lodging manager during business hours or call the after hour phone for connection to manager.
4. For emergency conditions, contact the DA police.
5. The lodging manager will have the final eviction authority for authorized users, family members or their guests.

Initial _____