



FY-23
01 October 2022
(Modified 23 May 2023)

The Cottages, Apartments, and Billets at



STATE MILITARY RESERVATION

OUR MISSION

Welcome to State Military Reservation. It is our pleasure to welcome you as our guest and wish you a pleasant stay. We value your patronage and hope that your visit will be a comfortable and enjoyable one. We strive to provide our guests with the highest degree of professional and personalized service, in a clean and secure beautiful ocean setting.

We welcome all suggestions for improvement of the facilities in our effort to provide a more pleasurable stay. We invite you to complete a short questionnaire which are located at the front desk of the lodging office. Please do not hesitate to contact any of the lodging staff listed below should you need assistance.

Billeting Office (area code 757)

Lodging Program Manager.....	493-3.127
Lodging Operations Specialist.....	493-3126
Lodging Main Reservation Line / Front Desk.....	493-3125

Post Headquarters

Post Commander.....	493-3128
Building & Grounds Supervisor.....	493-3146
Senior Operations Sergeant.....	493-3121
SMR OPS.....	439-3148

Emergency Numbers

Main Gate.....	491-5144
Fire, Police, Rescue.....	911
State Police.....	424-6800
Crisis Help Line.....	622-1126
VA Beach General Hospital.....	395-8000
Portsmouth Naval Hospital.....	953-5000

Mailing Address

203 Red Horse Drive
ATTN: Lodging Programs Office, Bldg 13
Virginia Beach, Virginia 23451

Hours of Operations

Monday- Friday	7:00am-3:30pm
Saturday- Sunday	7:00am-3:30pm

AFTER HOURS Check-Ins' can pick-up their keys at the Front Gate Security Office.

SMR RESERVATIONS for Cottages and Trailers

**Peak Season* – June 10, 2023, through September 4, 2023

**Memorial & Labor Day weekends* fall under the Peak Season request and cancellations policies

**There is no mandatory minimum length of stay for rentals. Maximum length of stay is 7 days during peak season.*

**Off-season winter rates offered for Cottages*, November 1, 2022, to March 31, 2023, and will not be rented for a length of more than ten (10) consecutive days.

Lottery & Peak Season Requests:

A limited number of units are available and to ensure everyone has a fair chance to reserve a unit of their choice, on the date of their choice, a Lottery System has been established. A drawing will take place on the 15th of March. (NOTE: if 15 March falls on a weekend the lottery drawing will be conducted on Monday following that weekend). After the lottery winners are contacted and reservations confirmed, all remaining units will be reserved on a first come, first serve basis. You may call-in or e-mail requests at that time.

Lottery System Applications: Applications for the lottery system will be accepted from February 1 through 14 March and should be emailed or dropped off at the Lodging Programs Office to ensure it is received by 14 March. (NOTE: We recommend you do not mail in your applications as the mail is not processed on Mondays or Weekends at SMR. If you use the mail system, please plan accordingly). Late, lost, misdirected, or postage due applications are not the responsibility of SMR Lodging Programs Office and will not delay the lottery drawing. Applications must be filled out completely and signed. Each application must contain your driver's license information. No more than one (1) cottage/trailer can be reserved by one ID card holder during the lottery drawing, with a maximum one (1) week limit. Applications must be filled out completely and signed. It is suggested that each lottery application include three (3) rental units and three (3) date choices. If all the units you have requested have already been selected when your number comes up, your application will be put aside, in the order it was drawn. After the lottery process is complete, the operations specialist from SMR lodging office will attempt to contact you to offer a unit that is available. **By signing the application, you are stating that you have read and agree to all terms and conditions of the rental program.** Once reservations are booked, the lottery winners will be sent a reservation confirmation to the email address on file. **No refunds** will be given for inclement weather.

Lottery Drawing Priority:

1. VaARNG and VaANG Active members (1st pull for the lottery)
2. Pull: VaARNG and VaANG Retired members (2nd pull for the lottery)
3. Pull: Department of Military Affairs (DMA) Employees and other State Agencies i.e., VASP, DOC, etc. (3rd pull for the lottery)
4. All other branches of service – Active, Reserve, DOD, and or Retired (4th pull for the lottery)

IN ORDER TO RECEIVE PRIORITY STATUS FOR THE LOTTERY DRAW, BRANCH OF SERVICE AND MILITARY STATUS INFORMATION MUST BE INCLUDED ON THE APPLICATION; ANY APPLICATIONS RECEIVED WITHOUT THIS INFORMATION WILL BE CONSIDERED A PRIORITY 4.

CANCELLATIONS (Peak Season): Cancellations for cottage / trailers / apartments (unofficial) must be made with the SMR lodging office at least 1 week prior to arrival date to avoid a cancellation fee.

Cancellation for official use unit rentals, not including Q-rooms, must be made with SMR billeting office at least 3 days prior to arrival date to avoid a cancellation fee. **ORDERS DO NOT APPLY** to cottages/trailers. Cancellation of Q-room is 24-hours prior to avoid a No-Show fee. **No refunds** will be given for inclement weather.

If a cancellation notice is not received within policy guidelines, the renter will be charged a late cancellation fee equal to one day's rental price. Exceptions: Cancellations due to sudden illness or injury, such as auto accidents, emergency surgeries, death in the family and cancellation of order. Although, proof must be provided. As well, mandatory evacuation of the area / installation due to hurricanes, as determined by the Post Commander, do not fall under the 1-week requirement rule.

Cancellations (Off Peak Season): Cancellation notice to SRM lodging office must be made 48-hours prior to the arrival date to avoid a cancellation fee equal to 1-day rental price. **ORDERS DO NOT APPLY** to cottages/trailers. Cancellation for single soldier rooms or apartments for **official** use must be made 24 hours prior to arrival date. **No refunds** will be given for inclement weather.

PAYMENTS: To make a reservation, you must provide the SMR lodging office a valid credit card, with expiration date and security code to complete and confirm the reservation. Your credit card will not be charged until check-in. **Note:** If your keys are going to the gate for after hour check-in, then your credits cards will be charged before the keys are delivered to the gate. If the credit card on file is declined, the keys **WILL NOT** be delivered to the gate. Please ensure your credit card information is accurate. If you have more than one credit card on file, ensure lodging knows which card to charge. If you are paying in cash, ensure we know not to charge your credit card. Payments are due upon arrival. Payments may be made with money order, cash, or credit card. We accept Visa, Master Card, Discover and American Express. Sorry, no personal checks.

Pet Policy: No pets of any kind are permitted on SMR, or its surrounding training sites. Working and service dogs, (not emotional support dog) are permitted on the Post, working dogs must be crated in the buildings and service dogs are not permitted on any of the furniture. The lodging office **MUST** be advised if a service dog is being brought on SRM so notification can be sent Security. **A \$50 cleaning fee will be charge for all service dogs that have been approved through the SMR lodging office.**

If an **unauthorized pet**, including working animals that have not been approved, is found, or reported to be in a unit being rented, the guest will be charged a \$150 pet cleaning fee, in addition to the standard cleaning fee and the guest will be to immediately checkout of the unit without a refund.

Check-In / Check-Out

Check-in time begins at 1300 / Check-out time is by 1000.

Check-In: You will check-in through the Lodging Office, building 13, located on Headquarters Road, next to the Post Headquarters. A valid military ID is required at the time of check-in. The front desk clerk will request your ID card. After you have been checked into the Hotel System, you will be given a computer-generated registration form. Please review the information provided on the form, ensuring it is correct. Once you sign the form acknowledging everything is correct and that you have read and understand the policies and regulation of the Post, you will be given your keys.

Please make sure after you have checked into your unit that you inspect it and let the SMR lodging office know if there are any problems with the unit right away.

Check-Out: Check-out time is prior to 1000 hours on the date of departure. Please have all your personal belongings and family members packed and completely vacated from the unit before checking out through the lodging office. **Guest remaining after 1000 hours or do not clear the unit properly, INCLUDING returning towel, face cloth, sheets, and pillowcases to lodging office may encounter a fee equal to the daily rate of your rental.** A SMR staff member will inspect the unit to ensure that the cleaning policies have been followed and there is no damage to the unit.

- **Quiet hours are observed starting at 2200 nightly.**
- **Open fires are NOT ALLOWED on SMR. Grills must be 50 feet of each unit. If grills are found on decks, porches or too close to the buildings a fee will be charged to remove the grill and clean up whatever grease stains or burn marks.**

Cleaning Policy for Cottages/Trailers/Apartments: Units must be cleaned prior to check out. General cleaning supplies are placed in each unit, if the supplies are not present, let the lodging office know prior to check-out so that we can restock the unit. Failure to clean the unit will result in a \$100 cleaning fee for all units except cottage 88 and 260C that has a \$200 cleaning fee and cottage 94 has a \$250 cleaning fee. If cottages are found extremely dirty there will be addition cost added to the standard cleaning fee.

Cleaning consists of:

- Sweeping, mopping, and/or vacuuming all floors and porches, remove all shells and sand.
- All dishes must be washed, dried, and put away.
- Clean all sinks, counters, tubs, mirrors, toilets, microwave, stove, and refrigerator.
- Remove and dispose of all food from the refrigerator and/or cabinets.
- Mattress pad and pillows should be left on the bed.
- Fold all bedspreads and blankets and leave at the end of the beds.
- Make sure the refrigerator temperature is put on the middle setting, not turned on the coldest setting.
- Do Not put grease or food down the drains in any unit.
- Dispose of any wood or coals properly and remove grill.
- Make sure the temperature of the AC is turned up to 75 and Heat is set at 68.

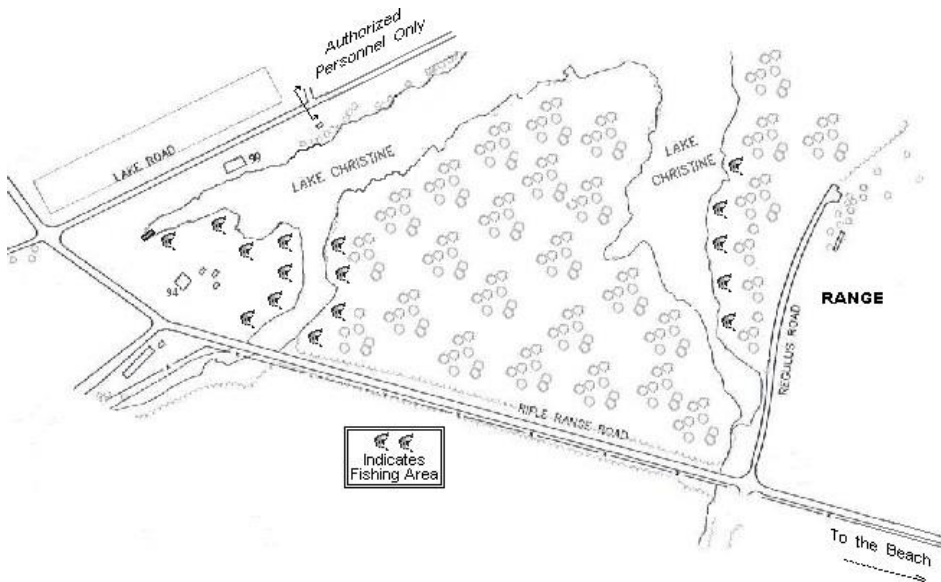
Damage Fees: All damage fees are based on the cost of repairing or replacing plus labor. None of SMR lodging's linens, towels, face cloths. etc. are for outside use, including the beach or any picnic areas. If sand, grass, or any sign of outside use is noted, the customer will be charged a cleaning fee of \$35 per item. A lost key cost replacement is \$25 per key.

Fishing Policy:

Lodging guests desiring to fish on SMR are required to have a valid Virginia Department of Game and Inland Fisheries License for Fresh and/or Saltwater fishing and a SMR fishing pass. The SMR fishing pass can be obtained at lodging office. ALL OTHER guests sign out their fish pass at the Post Headquarter Office, building 448 on Headquarters Road.

All installation fishing signs, and fishing boundaries must be obeyed. Violators may have their fishing pass revoked and/or be required to leave the installation. Anyone found fishing without permission may be required to leave the installation. If individual is asked to leave the installation and is staying in a cottage or trailer no refunds will be issued.

Small boats less than 17 feet are authorized, as are electric motors. Gas motors and jet skis are not authorized in Lake Christine. Swimming is not allowed in Lake Christine. Fishing is permitted both in the lake and on the beachfront. A State license is required to fish. To fish in the lake the license must be presented to SMR personnel, and a Post Permit is issued. All Virginia Fish and Game regulations apply. Lake fishing is permitted on the SOUTH bank of the lake from the boathouse pier to the EAST bank around building T-94, and the lake shore behind the range. No fishing is allowed along Lake Road (except for those who are utilizing cottage T-99). All personnel will observe and comply with signs noting Restricted Areas.



Additional Information:

NO SMOKING There is ***no smoking*** in any building or within 50 feet of a building on Post in accordance with DOD Regulations.

No littering to include cigarette butts. Clean your areas and strive to leave them cleaner than you found them.

Do not move SMR properties from their assigned buildings or rooms. Property and equipment are assigned to rooms by serial number and are not to be switched. **Furniture will not be rearranged within a room, building, apartment, or cottage! If furniture is found moved, there will be a moving fee charged to the individual's card.**

SMR is a schoolhouse training Post. There are open training fields, wooded areas, a fresh water lake and a private ocean beachfront. On occasions, certain areas of the Post will be closed to support a training mission. SMR visitors must accommodate any such training accordingly. As well, there will be times when guests will not have access to SMR's beachfront and will have to use a public beachfront.

Beach Usage

Swimmers do so at their own risk as there are no lifeguards on duty on the SMR beach. An adult must always supervise children. Please see "Unattended Child/Youth Supervision Curfew Policy".

Surfing is authorized on SMR Beach from 0530-0800hrs except during pre-coordinated training and live fire training events. Please see SMR Surfing Policy for more details.

Keep Off the Sand Dunes. Sea oats and endangered species are planted on them. Offenders are subject to Federal fines.

All vehicles are prohibited from driving on the beach or dunes area, except clearly marked SMR patrol vehicles. All other vehicles must utilize the beach parking lot.

Food and beverages are allowed on the beach, **except items in glass containers**. It is mandatory that the beach area be kept clean. Trash receptacles are provided for that purpose.

Apartments and Q-Buildings Single Soldier Rooms.

The apartments located on SMR are for rent by the day throughout the year and reservations can be made for official and unofficial use. Official use will be given preference over unofficial use. Reservations in these VIP apartments rented for **unofficial** use are **not locked in** and your reservation can be canceled up to 24-hours prior to check-in. During periods of annual training or of temporary duty orders, units may request that the apartments be scheduled only for the use of senior command personnel present on post. Apartments rented for unofficial use, and the guest checks out prior to the end of their reservation will occur an early-checkout fee equal to 1-days rental price of the unit.

All single soldier buildings are **Male Only or Female Only**. We **do not** have co-ed buildings.

OTHERS.

WI-FI: Currently our WI-FI connectivity for ALL lodging units, is suspect at best. If you require dependable WI-FI connectivity we recommend you bring your own hot-spot device.

Electrical Vehicles: At this time SMR lodging does not offer or provide electrical charging station for ANY electrically powered vehicle (car-dune buggy- golf cart- scooter- etc.). Pull in and or recharging any electrically powered vehicle from a power supply originating from a Q-building-apartment-cottage-trailer is PROHIBITED.

Marijuana: The possession and or use of marijuana is NOT AUTHORIZED and is PROHIBITED on SMR. Please understand that you are responsible for your dependents and or guest. Violation can result in lost of access to SMR.

	FACILITIES	SLEEPS	RATES		
<i>RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE</i>			Official	Unofficial	NG E4 & Below Official
Q-Buildings	Single or full/double -size bed, mini frig, flat panel TV, satellite, no private bath.	1	\$21.00	\$26.00	N/A
403-B	1-bedroom w/ double bed, 1 full bathroom, full kitchen, TV, satellite, outside deck	2	\$63.00	\$78.00	\$50.00
403-C	1-bedroom w/ double bed, 1 full bathroom, full kitchen, TV, satellite, outside deck	2	\$63.00	\$78.00	\$50.00
403-D	1-bedroom w/ double bed, 1 full bathroom, full kitchen, TV, satellite, outside deck	2	\$63.00	\$78.00	\$50.00
403-A	Large 1-bedroom w/ queen bed, 1 full bathroom, full kitchen, TV, satellite, outside deck	2	\$84.00	\$104.00	\$67.00
412-Apt A	2 bedrooms, one w/ queen bed, one w/ 2 twins, 1 full bathroom, full kitchen, TV, satellite, handicap ramp	4	\$84.00	\$104.00	\$67.00
414-Apt A	2 bedrooms, one w/ queen, one w/ double, 2 full bathrooms, full kitchen, TV, satellite (Optional 3 rd bedroom w/ double bed available)	4	\$84.00	\$104.00	\$67.00
416-Apt A	2 bedrooms, one w/ queen bed, one w/ 2 twins, 2 full bathrooms, full kitchen, TV, satellite	4	\$84.00	\$104.00	\$67.00

RECREATIONAL UNITS

COTTAGE AND TRAILERS

PHONE: (757) 493-3125 / 3126

Unit #	Capacity	# Bedrooms	Beds/Style	# Baths	SEASONAL (1Apr-31Oct) Daily Rate	E 1 - 4 NG Daily Rate	Off-Season (1Nov-31Mar) Daily Rate
T-94L Cottage	10	3	2Q, 1D, 4T	2	\$325.00	\$228.00	\$195.00
T-94B Cottage	2	1	1Q	1	\$85.00	\$60.00	closed
T-83 Cottage	4	2	1Q, 2T	1	\$145.00	\$102.00	\$87.00
T-88 Cottage	10	5	2Q, 2D, 2T	2	\$279.00	\$196.00	closed
T-100 Cottage	4	2	1Q, 2T	1	\$145.00	\$102.00	\$87.00
T-101 Trailer	6	3	3D	1	\$155.00	\$108.00	closed
T-102 Trailer	6	3	3D	1	\$155.00	\$108.00	closed
T-84 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	\$105.00
T-85 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	\$105.00
T-86 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	\$105.00
T-87 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	\$105.00
T-99 Cottage	6	3	1Q, 1D, 2T	2	\$198.00	\$139.00	\$119.00
T-110B Trailer	4	2	1Q, 2T	1	\$125.00	\$87.00	closed
260-B Cottage	4	1	2Q	1.5	\$145.00	\$102.00	\$87.00
260-C Cottage	10	4	5D	2	\$279.00	\$196.00	\$168.00

All units have AC, TV w/ Direct TV satellite systems and fully equipped kitchen (Apartments & Cottages).

****E4 & below rate is for VANG still in uniform****

****Bed linens (all sizes) are provided at an additional fee of \$5.00 per set****

Winter discounts starting November 1, 2022, to March 31, 2023

To view pictures of the Recreational Units, log on to:

<https://va.ng.mil/Installations/State-Military-Resevation/SMR-Lodging/>

Contact information:

jessica.m.jaunet.nfq@army.mil (reservations)

SMRLodgingProgram@gmail.com (reservations)

Registration Form – Cottages & Trailers

APPLICATION MUST BE FILLED OUT COMPLETELY. PLEASE PRINT CLEARLY.

Last Name _____ First Name _____

Branch of Service _____ Rank _____ Unit _____

Military Status ____ VaARNG (Active) ____ VaANG (Active) ____ VaARNG (Retired) ____ VaANG (Retired)

Military Status- All Others: ____ Active ____ Retired ____ Reserves ____ Other

Home Address _____

City _____ State _____ Zip _____

Phone #'s Cell _____ Home _____ Work _____

E-mail Address _____ Gender: M ____ F ____

Credit Card Information

Number _____ Type _____ Exp. Date _____ Auth # _____

****Drivers License required _____ ****

DATES AND UNITS REQUESTED FOR RESERVATION BY PRIORITY (Please indicate dates and facility number for each choice)

1ST CHOICE:

Unit : _____ Arrival Date _____ Departure Date _____

2nd CHOICE:

Unit : _____ Arrival Date _____ Departure Date _____

3rd CHOICE:

Unit : _____ Arrival Date _____ Departure Date _____

No. of Adults _____ No. Children _____

Request Sheets/Pillow Cases ____ YES ____ NO. HOW MANY SETS _____ (\$5 per set)

Type of Orders
____ ACT ____ OV/Official visitor
____ ATNG ____ TC/TDY civilian
____ ATRC ____ TM/TDY military
____ IDT ____ UV/Unofficial visitor

Market
____ Call in
____ E-mail
____ Online
____ Walk in

ID Type
____ Driver's License
____ Military ID
____ Passport
____ State ID

Comments: _____

Folio # _____

Reservation taken by _____ Date _____

By signing this form, I acknowledge that I have read, understand, and agree to abide by the policies and procedures established for reservations on SMR and rental of any facility. I further acknowledge that failure to comply with these policies and procedures may result in my eviction from post, forfeiture of all monies collected or owed, and disciplinary action through my chain of command.

Signature _____ Date _____