



*FY-26*  
*01 October 2025 – 30 September 2026*  
*(updated 03-05-2026)*



***The Lodging Programs***  
***Cottages and Q-Buildings/Apartments***

*at*

# **STATE MILITARY RESERVATION**

## **OUR MISSION**

Welcome to the Lodging Programs at State Military Reservation (SMR). It is our pleasure to welcome you as our guest. 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, secure and beautiful ocean setting. We welcome suggestions for improvement of the facilities in our effort to provide a more pleasurable stay. We invite you to complete a short questionnaire which is located at the front desk of the lodging office. Please do not hesitate to contact the lodging staff listed below, should you need assistance.

All official and unofficial guests are subject to and will adhere to all SMR Post and TAG-VA's Policies while visiting the State Military Reservation.

### **Lodging Office (area code 757)**

Programs Manager.....	493-3127
Operations Specialist.....	493-3126
Main Reservation Line / Front Desk.....	493-3125

### **Post Headquarters**

SMR HQ Operations.....	493-3148
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### **Emergency Numbers**

Main Gate.....24/7.....	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  
Lodging Office, Bldg. 13, Virginia Beach, VA 23451

### **Lodging Office Hours of Operation:**

Daily 0645-1530

## **SMR RESERVATIONS for Cottages and Trailers**

**Peak Season:** 12 June 2026 through 7 September 2026 & Memorial Day weekend. (Lottery Pull)

- \* No mandatory minimum length of stay.
- \* Maximum length of stay is 7 consecutive days.

**Winter rates offered for Cottages:** 10 November 2025 through 31 March 2026.

- \* No mandatory minimum length of stay.
- \* Maximum length of stay is 10 consecutive days.

## **SMR RESERVATIONS for Q-Rooms and Apartments**

- \* Daily rental rates are the same all year.
- \* Maximum length of a reservation is 179 consecutive days.
- \* **All guest, excluding VaARNG in duty status, are unofficial guests** and surcharge rates apply.
- \* **Q-Buildings are Male Only or Female Only. We do not offer co-ed Q-Buildings.**

**ALL RESERVATION PAYMENTS:** To make a reservation, you must provide the lodging office with your valid credit card number, with expiration date and security code to have your reservation confirmed. Your credit card will not be charged until the day of check-in. **Note:** If your keys are going to the gate after hour check-in, then your credit card 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 and up to date at the time you make a reservation. 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. All forms of 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. Money order must be paid to the order of the **Treasurer of Virginia.**

## **Peak Season Cottage & Trailer Lottery:**

We have 11 units available for rental, and to ensure everyone has a fair chance of reserving a unit of their choice, on the date of their choice, a Lottery System has been established. The lottery drawing will take place on the 15<sup>th</sup> of March. (**Note:** If the 15<sup>th</sup> falls on a weekend the lottery drawing will be conducted on Monday following that weekend).

**Lottery System:** Application's (last page of this document) for the lottery pull will be accepted from **1 February** through **14 March**. Applications can be emailed, regular mail, or dropped off at the Lodging Programs Office (Bldg. 13) during normal working hours. (**Note: We recommend you do not use regular mail to submit your application as regular mail is not processed on Mondays or weekends at SMR. If you use the regular 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**. **By signing the application, you are stating that you have read and agreed to all terms and conditions of the rental program, TAG/SMR policies.** No more than 1 cottage can be reserved by one ID card holder during the lottery drawing, with a **maximum 7-day limit**. It is suggested that each lottery application includes 3 rental units and 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 lodging program operations specialist will attempt to contact you to offer a unit that is available. Once all lottery reservations are booked, the lottery winners will be sent a reservation confirmation to their email address on file. After the lottery winners are contacted and reservations confirmed, all remaining vacancies will be reserved on a first-come, first-serve basis. You may call in or e-mail requests at that time.

### **Lottery Drawing Priority:**

1. 1<sup>st</sup> Priority: (VaARNG and VaANG Active members)
2. 2<sup>nd</sup> Priority: (VaARNG and VaANG Retired members)
3. 3<sup>rd</sup> Priority: (DMA-VA) Employees and other State Agencies i.e., VASP, DOC, etc.
4. 4<sup>th</sup> Priority: (All other service branches—Active/Reserve/Retired, DOD, etc.)

**To receive priority status for the lottery draw, branch of service and military status information must be included in the application. All applications received without this information will be considered PRIORITY 4.**

### **AUTHORIZED OFFICIAL / UNOFFICIAL GUESTS**

#### **(Definition of the Term as It Applies to Lodging)**

The use of this term can be confusing so we will break it down.

**AUTHORIZED Occupant/Guest** is anyone who can gain legal access to SMR in accordance with the TAG's Policy and can rent rooms, apartments, & cottages in accordance with Army National Guard NGR 5-3-1, paragraph 2.2., "*All DoD Uniformed personnel, their family members and guests; NGB Civilian/Contract Personnel, their family members, and guests; Retired Military Personnel (w/valid ID), their family members, and guests; Service Academy/ROTC Cadets; State Military Department Personnel/Contractors; Federal/Non-DoD Entities; Local/State Entities, Youth, and Non-Profit Organizations (as approved by TAG or designee).*"

**OFFICIAL User/Guest** is an authorized user/guest that is at SMR in performance of their official duty/job.

**UNOFFICIAL User/Guest** is an authorized user/guest that is at SMR for other than their official duty/job or is the guest of an authorized-official guest.

### **Check-In / Check-Out Process**

**Check-in begins at 1400 / Check-out time is by 1100.**

**Check-In:** You can check-in at the Lodging Office, building 13, located on Headquarters Road, next to the Post Headquarters. A valid ID is required at the time of check-in, and the front desk clerk will request your ID card. Once logged 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 regulations of the TAG/SMR, you will be given your keys.

**Please make sure after you have checked into your unit that you inspect it and inform the lodging office of any issues with the unit right away.**

**Check-Out:** Check-out is prior to 1100 hours on the date of departure. Please have all personal belongings packed and ensure all guests have completely vacated the unit prior to checking out through the lodging office. Guests remaining after 1100 hours and/or do not clear the unit properly are subject to late checkout fees and/or improper clearing of the unit. Lodging staff, if available, will inspect cottages/trailers/apartments at checkout. If lodging staff are not available at checkout, the inspection will be conducted as soon as possible after checkout. If any discrepancies are noted, pictures will be taken and sent to the guest via email. The lodging manager will call the guest to discuss lodging concerns and any necessary restitution.

### **CLEANING/CLEARING COTTAGES/TRAILERS/APARTMENTS (UNOFFICIAL USE)**

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 may be additional charges added to the standard cleaning fee. Units that are not **cleared** correctly will be charged a fee, up to \$100.

#### **CLEANING a unit consists of:**

- Sweeping, mopping, and/or vacuuming all floors and porches, remove all shells, sand, etc.
- All pots, pans, and dishes must be washed, dried, and put away.
- Clean all sinks, counters, tubs, mirrors, toilets, microwave, stove, and refrigerator.
- Mattress pad and pillows should be left on the bed.
- Fold all bedspreads and blankets and leave at the end of the beds.
- Ensure the refrigerator temperature is set on the middle setting.

#### **CLEARING a unit consists of:**

- Return sheets/pillowcases, bathmats, dish clothes/towels (if applicable) to Lodging Office. Note: Lodging's bedding (blankets, sheets, spreads, etc.) is not for outside use. If sand, grass, or any sign of outside use is noted, the guest will be charged a cleaning fee of \$35 per item/item cost.
- Remove all trash from the unit and dispose of it in the dumpsters on Post.
- Make sure the temperature of the AC is set at 75 and Heat is set at 68.
- Remove and dispose of all food from the unit (refrigerator, cabinets, etc.).
- Dispose of grease and / or food properly (in dumpster). Please do not dispose of these items by putting them down the drains.
- Properly dispose of any wood or coals and remove grill from Post or turn grill into Lodging Office (if applicable).

### **CLEANING/CLEARING for Q-BUILDING ROOMS & APARTMENTS (OFFICIAL USE)**

#### **CLEANING a unit consists of:**

- \* Cleaning of the Q-Rooms is not required.
- \* Cleaning of the apartments is not required. **HOWEVER**, if kitchen appliances/items are used they must be cleaned and restored.

#### **CLEARING a unit consists of:**

- Return sheets/pillowcases, bathmats, dish clothe/towels (if applicable) to Lodging Office.
- Remove all trash from the unit and dispose of it in the dumpsters on Post.
- Make sure the temperature of the AC is set at 75 and Heat is set at 68. (**Apartments only**)
- Remove and dispose of all food from the unit's refrigerator, cabinets, etc. (if applicable).
- Dispose of grease/food properly. Do not dispose of these items by putting them down the drains/toilets.
- Properly dispose of any wood/coals & remove grill from Post or turn grill into Lodging Office (if applicable).

# CANCELLATION POLICY

## Cottages & Trailers (Unofficial Use)

**Peak Season:** Cancellations of cottages & trailers (**unofficial use**) reservations must be cancelled with the lodging office at least 7 days prior to arrival date to avoid cancellation of a fee. Early check-outs will be charged an early checkout fee equal to 1 day's rental price in addition to rental charges for the actual days rented. **Exceptions:** Cancellations/early checkout due to sudden illness or injury, such as auto accidents, emergency surgeries, death in the family, etc. Proof may be required. Mandatory evacuation of the area / installation, as determined by the Post Commander, does not fall under the 1-week requirement or early checkout.

**Off-Season:** Cancellation notice must be received at the lodging office 48 hours prior to the arrival date to avoid a cancellation fee equal to 1-day rental price. Early check-outs will be charged an early checkout fee equal to 1 day's rental price in addition to rental charges for the actual days rented. **Exceptions:** Cancellations/early checkout due to sudden illness or injury, such as auto accidents, emergency surgeries, death in the family, etc. Proof may be required. Mandatory evacuation of the area/installation, as determined by the Post Commander, does not fall under the 48-hour notice or early checkout.

## Q-Building Rooms & Apartments (Official & Unofficial Use)

The Q-rooms and apartments are for rent by the day and reservations can be made for official and unofficial use. Official use will be given preference over unofficial use. Reservations for Q-rooms and apartments reserved for unofficial use are not guaranteed and your reservation can be cancelled up to 24 hours prior to check-in. **Cancellation** of Q-room and apartment for **official use** reservations must be made with the lodging office at least 24 hours prior to arrival date to avoid a cancellation fee. **Cancellation** of Q-room and apartment for **unofficial use** reservations must be made with the lodging office at least 48 hours prior to arrival to avoid a cancellation fee. If a cancellation notice is not received within policy guidelines, the renter will be charged a late cancellation fee / No-Show fee equal to 1 day's rental price. **Exceptions:** Cancellations/early checkout due to sudden illness or injury, such as auto accidents, emergency surgeries, death in the family, and cancellation of order (**Orders do not apply to cottages / trailers**).

**Damages:** All damages are based on the cost of repairing/replacing, labor, and admin processing fee.

**Lost Key.** A lost key cost replacement is \$30 per key.

**Pet Policy:** No pets of any kind are permitted on SMR. **Exception:** Working dogs and/or service dogs, (**not dogs for emotional support**) are permitted on SMR for Official Users ONLY. Working dogs must be kept in a crate while in buildings and service dogs are not permitted on any of the furniture. The lodging office should be advised of a working dog and/or service dog presence in a unit, as a notification must be sent to Post Operations & Security for proper access. **Any unauthorized pet** that is reported or found in a unit being rented, or evidence found after checkout; the unit's registered **guest will occur \$500 charge, PLUS** the full cost for all cleaning/repairs/replacements, to include but not limited to carpet/furniture cleaning, repair/replacement, pest control, any loss rent, and administrative fees. The guest reservation will be immediately terminated without a refund.

## **Beach Usage / Access**

- **Swimmers do so at their own risk as there are no lifeguards on duty.**
- **Children must always be accompanied by an adult.** Please refer to current “TAG’s Policies”.
- Access to/from SMR Beach Parking Area is by car/truck/SUV **ONLY**, for FY26, to keep all our customers/guests safe during Coastal Virginia Offshore Wind (CVOW) construction. **Foot traffic is not allowed along Riffle Range Road to the SMR Beach!**
- SMR Beach Parking Lot **Bathhouse/Restrooms** are seasonally available. Please respect the use of these facilities and keep them clean.
- During the annual Sea Turtle Patrols (15 MAY-30 AUG), access is restricted in areas that are marked off and per Environmental Law and Endangered Special Act, offenders are subject to Federal fines.
- Access is restricted during scheduled beach training in which a unit / customer has secured the SMR Beach for official training.

**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 patrol vehicles. All other vehicles must utilize the SMR Beach Parking Lot.

## **Beach Trash:**

Food and beverages are allowed on the beach, and beach parking lot, **except items in glass containers.** It is mandatory that the SMR Beach/Parking Lot area be kept clean. Trash receptacles are only provided seasonally. Therefore, when you leave SMR Beach, please take with you all your belongings and place trash in provided receptacles!

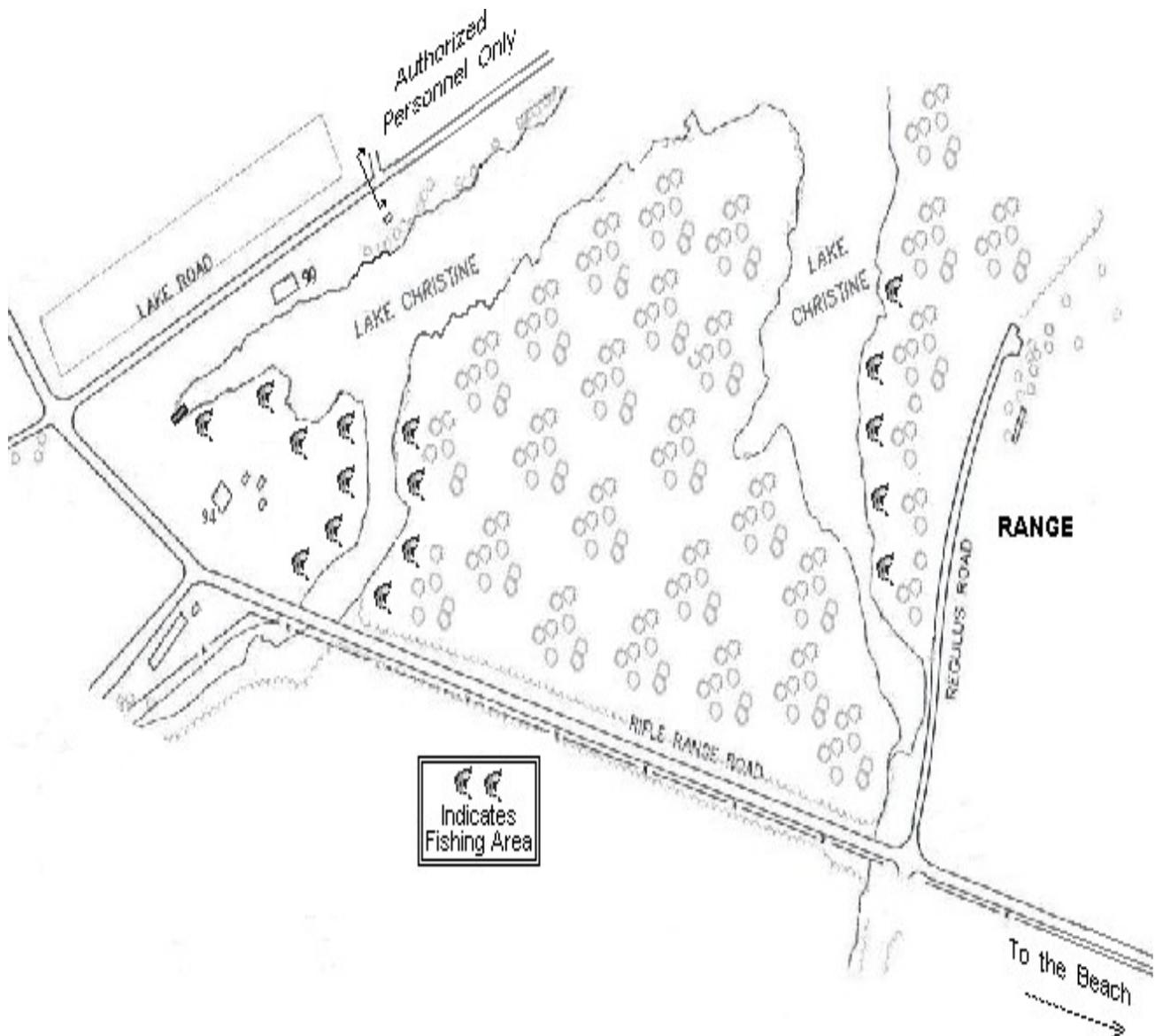
**SMR Guests Fishing Policy:**

SMR guests who desire 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 report to **SMR HQ (Bldg. 448) on Headquarters Road** (next to lodging office) to request permission and obtain a fishing pass(es). Lodging guests are required to obtain a fishing pass(es) **PROIR** to fishing.

All installation fishing signs, and fishing boundaries / restricted area must be obeyed. Violators may have their lodging program fishing pass revoked and/or be required to leave the installation. If individual is asked to leave the installation there will be no refunds for their lodging.

Small boats less than 16 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. 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, and the old wash point at the end of Lake Road. **No fishing** is allowed on Lake Road behind the 110 house/dock (except for guests utilizing 110) and behind the C-99 cottage/dock (except for the guests utilizing C-99).



## **NEED TO KNOW INFORMATION FOR ALL LODGING GUESTS AT SMR**

**SMR IS A TRAINING POST.** There are open training fields, wooded areas, a freshwater lake, and a private ocean beachfront. On occasions, certain areas of the Post will be closed to support a training mission. Lodging guests/visitors must accommodate any such training accordingly. As a reminder, there will be times when guests will not have access to the SMR Beach and other areas due to training.

**SMR ACCESS FOR LODGING GUEST'S FAMILY & FRIENDS:** Lodging reservations only provide our guests with a reason to request access to SMR. Access to SMR is controlled by TAG and SMR policies which are enforced through the SMR HQ Operations and Main Gate Security. All guests must have a need to gain access to the Post and have a valid/proper pictured ID (including all people in vehicles seeking access to post - excluding minors). SMR Lodging Guest's vehicles must have valid inspection stickers, vehicle tags, registration, and auto insurance – or the vehicle will be denied access to Post. **If you have visitors that will join you on SMR, you will need to provide the SMR HQ Operations, via email ([ng.va.vaarng.mbx.smr.operations@army.mil](mailto:ng.va.vaarng.mbx.smr.operations@army.mil)) or in person, with a written request with your name, rental unit(s) #, dates of stay, full names of all visitors, and dates visitors will be with you.** (See form at the back of policy) If you have questions concerning access to SMR, please contact SMR HQ Operations at 757-493-3148. If your visitors are to stay overnight, be mindful of the rental property's sleeping capacity and inform the lodging office of the additional guest at 757-493-3125.

**QUIET HOURS** are observed daily from 2200 to 0500.

**BON FIRES/OPEN FIRES** are NOT ALLOWED on SMR without Post Commander Approval.

**GRILLS.** If you bring a grill to SMR, it must be operated and stored a minimum of 50 feet from any unit/building. If grills are found on decks, porches or too close to a unit/building, a cleaning/repair fee will be charged for any required cleaning of stains / repair of burn marks, etc. **All grills must be removed from the property prior to checkout or a disposal fee of \$125 will be charged to the credit card on file.**

**NO SMOKING** in any unit / building or within 50 feet of a unit / building on SMR in accordance with DOD / TAG Regulations.

**NO LITTERING.** Clean your areas and strive to leave them cleaner than you found them. There are numerous dumpsters located throughout SMR, please use them and deposit trash accordingly.

**DO NOT MOVE LODGING PROPERTIES** from their assigned building/room/unit. Property and equipment are assigned to rooms by serial number and are not to be switched, including outdoor furnishing. Furniture will not be rearranged within a room, building, apartment, or cottage! If furniture / décor is found moved / rearranged, there will be a fee charged to the individual's card on file to cover cost to relocate furniture / décor and lodging privileges may be revoked.

**WI-FI** connectivity for ALL Q-Bldgs. / Apartments is good at best. If you require streaming dependable WI-FI connectivity we recommend you bring your own hot-spot device.

**Marijuana** 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 guests. Violation can result in loss of access to SMR and the Lodging Programs. (IAW Prohibited Substance Policy 6Aug23).

**Electrical Vehicles.** Currently SMR does not offer or provide electrical charging stations for ANY electrically powered vehicle (car-dune buggy- golf cart- scooter- etc.). Plug in and or recharging any electrically powered vehicle from a power supply originating from any SMR facility is PROHIBITED. (IAW SMR & DoD Electric Vehicle Charging Policy).

**PARKING for Recreational Vehicles (RV) / Traveler Trailers (TT) / Boats/Trailers.** The Lodging Programs at SMR does not offer our guests designated parking for RVs, TTs and/or Boats. **Parking and storage** for all RVs, TTs, Boats/Trailers must be arranged with SMR Headquarters PRIOR to arrival.

**INCLEMENT WEATHER (Hurricane, Tropical Storm, & Snowstorm).** When an impending hurricane, tropical storm, or snowstorm is slated to affect the Virginia Beach area, all **unofficial guests** are required to check out and seek safe lodging elsewhere. All arriving **unofficial guests** will either have their reservation's arrival date modified, or the reservation cancelled. All **official guests** are not required to check out, but we recommend that you do so. Please know that lodging staff will not be available and basic services to your lodging may not be available for an unknown period. Our guests' safety must always be first, and the lodging programs cannot support our guests during inclement weather. **Please note, the *Post Commander* can close or evacuate SMR at any time, that directive will supersede the lodging programs' guidance, and ALL guests will be required to check out and leave SMR and/or follow the direction issued by the *Post Commander*.**

**MIFI DEVICES.** Each cottage and trailer have an individual MIFI device assigned to the unit. These devices will provide connectivity to internet and streaming via TV apps. Device ID and password have been posted in each unit. The device **will not** be moved for its original location in the unit. If the device is found to be relocated to its original location, there will be a \$100 service fee. If the device is missing and cannot be located there will be a \$500 replacement fee.



## FY-26 RECREATIONAL UNITS

PHONE: (757) 493-3125 / 3126

**RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Unit #	Capacity	# Bedrooms	Beds/Style	# Baths	SEASONAL (1 Apr – 09 Nov) Daily Rate	VANG E-4/Below Daily Rate	Off-Season (10 Nov- 31 Mar) Daily Rate
T-94L Cottage	10	3	2Q, 1D, 4T	2	\$365.00	\$219.00	<b>CLOSED</b>
T-94B Cottage	2	1	1Q	1	\$95.00	\$57.00	<b>CLOSED</b>
T-83 Cottage	4	2	1Q, 2T	1	\$163.00	\$98.00	\$114.00
T-88 Cottage	10	5	2Q, 2D, 2T	2	\$314.00	\$188.00	<b>CLOSED</b>
T-100 Cottage	4	2	1Q, 2T	1	<b>Off Market</b>	<b>Off Market</b>	<b>Off Market</b>
T-101 Trailer	6	3	3D	1	\$174.00	\$105.00	<b>CLOSED</b>
T-102 Trailer	6	3	3D	1	\$174.00	\$105.00	<b>CLOSED</b>
T-84 Cottage	6	3	1Q, 1D, 2T	2	\$197.00	\$119.00	<b>CLOSED</b>
T-85 Cottage	6	3	1Q, 1D, 2T	2	\$197.00	\$119.00	<b>CLOSED</b>
T-86 Cottage	6	3	1Q, 1D, 2T	2	\$197.00	\$119.00	<b>CLOSED</b>
T-87 Cottage	6	3	1Q, 1D, 2T	2	\$197.00	\$119.00	<b>CLOSED</b>
T-99 Cottage	6	3	1Q, 1D, 2T	2	\$223.00	\$134.00	\$167.00
T-110B Trailer	4	2	1Q, 2T	1	\$140.00	\$84.00	<b>CLOSED</b>
260-B Cottage	4	1	2Q	1.5	152.00	\$91.00	<b>CLOSED</b>
260-C Cottage	10	4	5D	2	\$314.00	\$188.00	\$220.00

All units have AC, Smart TV w/apps, WIFI and fully equipped kitchen.

**\*\*E4/Below rate is for Current Enlisted VANG Members Only\*\***

**\*\*Bed linens (all sizes) are provided at an additional fee of \$7.00 per set\*\***

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

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

**Reservations Information:**

[jessica.m.jaunet.nfg@army.mil](mailto:jessica.m.jaunet.nfg@army.mil)

[SMRLodgingprogram@gmail.com](mailto:SMRLodgingprogram@gmail.com)

**VIRGINIA NATIONAL GUARD**

STATE MILITARY RESERVATION



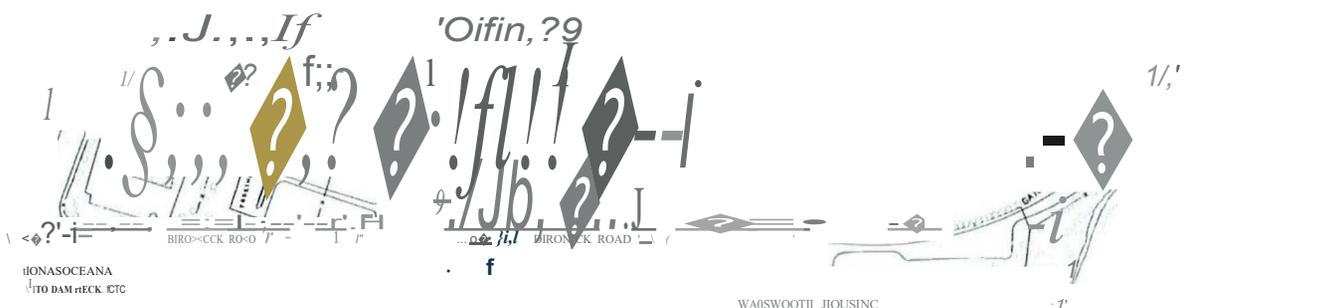
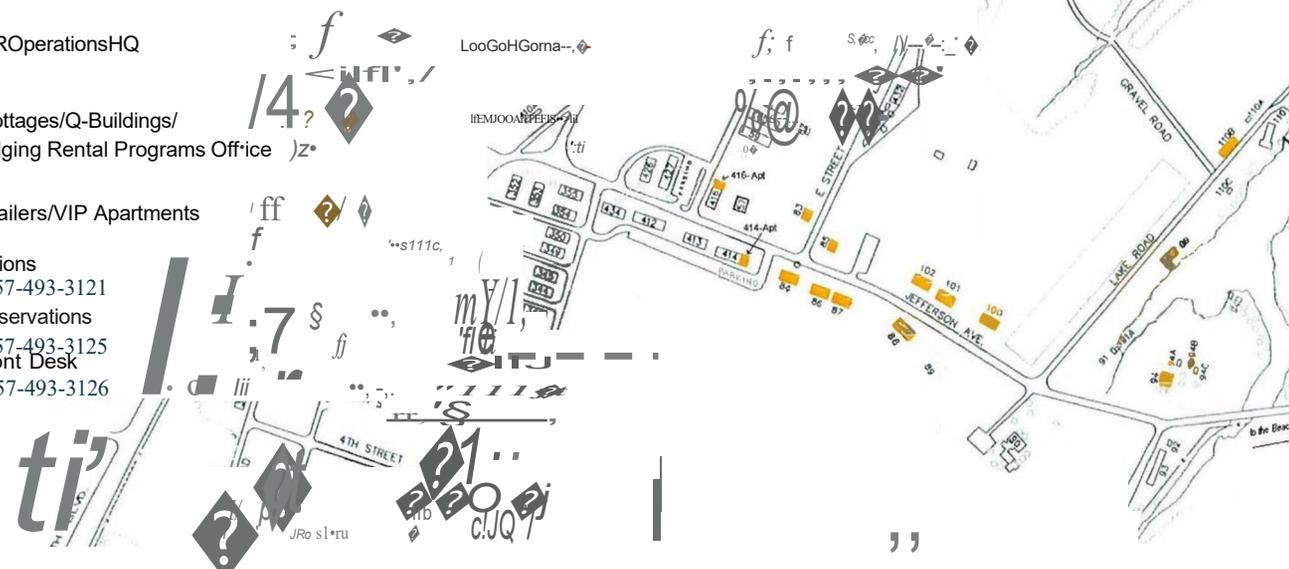
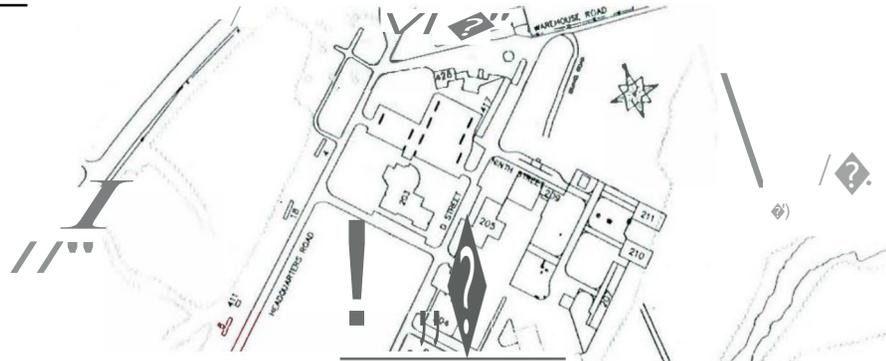
**if.** MainGate

**W** SMROperationsHQ

**f.** Cottages/Q-Buildings/  
**w\_** Lodging Rental Programs Office

Trailers/VIP Apartments

SMR Operations  
757-493-3121  
Lodging Reservations  
757-493-3125  
Lodging Front Desk  
757-493-3126



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### 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 (not VANG): \_\_\_\_\_ Active \_\_\_\_\_ Retired \_\_\_\_\_ Reserves \_\_\_\_\_ Other

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #'s Cell \_\_\_\_\_ HM: \_\_\_\_\_ WK: \_\_\_\_\_

E-mail Address \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_

#### Credit Card Information

Number \_\_\_\_\_ Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ Auth # \_\_\_\_\_

\*\*\*\*Driver License # required \_\_\_\_\_\*\*\*\*

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

1<sup>ST</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

2<sup>nd</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

3<sup>rd</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

No. of Adults \_\_\_\_\_

No. Children \_\_\_\_\_

Request Sheets/Pillowcases \_\_\_\_\_ YES \_\_\_\_\_ NO. HOW MANY SETS \_\_\_\_\_ (\$6 per set)

Type of Orders

\_\_\_\_\_ ACT \_\_\_\_\_ OV/Official visitor  
\_\_\_\_\_ ATNG \_\_\_\_\_ TC/TDY civilian  
\_\_\_\_\_ ATRC \_\_\_\_\_ TM/TDY military  
\_\_\_\_\_ IDT \_\_\_\_\_ UV/Unofficial visitor

Reservation Type

\_\_\_\_\_ Call-in  
\_\_\_\_\_ E-mail  
\_\_\_\_\_ Online  
\_\_\_\_\_ Walk in

ID Type

\_\_\_\_\_ Driver's License  
\_\_\_\_\_ Military ID  
\_\_\_\_\_ Passport  
\_\_\_\_\_ State ID

Comments: \_\_\_\_\_

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 the lodging programs unit, forfeiture of all monies collected or owed, and disciplinary action through my chain of command.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### BELOW SECTION TO BE COMPLETED BY LOGING OFFICE

Folio # \_\_\_\_\_ Reservation taken by: \_\_\_\_\_ Date: \_\_\_\_\_

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# Guests Access Roster

Prior to arrival, please submit your guests access roster to SMR HQ-Operations via email or in person to ensure that any anticipated guests are promptly included in the daily SMR access roster for entry onto the installation.

[ng.va.vaarng.mbx.smr-operations@army.mil](mailto:ng.va.vaarng.mbx.smr-operations@army.mil)

HQ (Headquarters): Building 448 Headquarters Road

Questions: (757) 493-3148 (SMR Ops)

(757) 493-3121 (SFC Tucker, D)

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