



*FY-24*  
*01 October 2023 – 30 September 2024*

*(Edited 04 January 2024)*



## *The Lodging Programs Policy*

*Cottages / Trailers and Q-Buildings / Apartments*

*at*

# **STATE MILITARY RESERVATION (SMR)**

## **OFFICIAL NOTICE**

**SMR Access Restricted to Authorized/Official Users Only**

**01 February – 30 September 2024**

**To directly support SMR's primary mission while mitigating risk of injury to any Guests while Coastal Virginia Offshore Wind (CVOW) construction is being conducted; the post will grant access to Authorized Personnel for Official Use Only. Therefore, SMR Billet & Cottage Programs will be for authorized personnel in an official use status only.**

**THE ANNUAL COTTAGE PROGRAM LOTTERY WILL NOT LAUNCH IN 2024.  
NO RENTAL OF COTTAGE/BILLET PROGRAMS UNITS FOR UNOFFICIAL USE.  
NO FRESH WATER FISHING**

**SMR Lodging Programs will miss our guests. Thank you for your understanding and support....hoping to see you in early fall.**

Russ Greggs  
Lodging Programs Manager  
SMR  
757.493.3127  
Russell.d.greggs.nfg@army.mil





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# 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 and hope you have 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 is 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.

### Lodging Office (area code 757)

Lodging Program Manager... ..	493-3127
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 Operation

Daily 0700 - 1530

**AFTER HOURS Check-Ins are conducted at the Main Gate Security Office**

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

**Winter rates offered for Cottages:** 1 November 2023 through 01 February 2024.

- \* 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.

## **CANCELLATION POLICY**

### **Q-Building Rooms (Official) and Apartments (Official).**

The Q-rooms and apartments are for rent by the day and reservations can be made for official use. Official use will be given preference over unofficial use. **Cancellation** of Q-room and apartment **official use** reservations must be made with the lodging office at least 24 hours prior to arrival date 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.

***All 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 your valid credit card, with expiration date and security code to have your reservation confirmed. 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 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. 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**.

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

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

**Check-In:** You will 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. 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 regulations of the Post, 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 1000 hours on the date of departure. Please have all personal belongings packed and ensure unit is vacated prior to checking out through the lodging office. Guests remaining after 1000 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 is 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 Policy for COTTAGES / TRAILERS & APARTMENTS.** Unit 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.
- 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.
- Fold all bedspreads and blankets and leave at the end of the beds.
- Ensure the refrigerator temperature is set on the middle setting, not turned up to the coldest.

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

- Returned sheets/pillowcases (if applicable), bathmats, dish clothes, and dish towels.
- 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.
- Dispose of any wood or coals properly and remove grill.

## CLEANING/CLEARING for Q-BUILDING ROOMS

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

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

### **CLEARING a Q-Room / Apartment consists of:**

- Returned sheets/pillowcases, bathmats, dish clothes, and dish towels (if applicable) to the 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 (refrigerator, cabinets, etc.).**(Apartments only)**
- Dispose of grease and / or food properly (in dumpster). Please do not dispose of these items by putting them down the drains. **(Apartments only)**
- Dispose of any wood or coals properly and remove grill.

**Damages:** All damage are based on the cost of repairing/replacing, labor, and admin processing fee. A lost key cost replacement is \$25 per key.

**Pet Policy:** No pets of any kind are permitted on SMR. **Exception:** Working dogs and/or service dogs, **(not emotional support dog)** are permitted on the SMR. 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 working dog and/or service dog is being brought on SMR, as a notification must be sent to Security for proper access. A \$50 cleaning fee will be charge for all service dogs that have been approved through the SMR lodging office. Any unauthorized pet, including working / service animals that have not been approved, are reported on Post, and found in a unit being rented, the guest of that unit will be charged a \$150 pet cleaning fee, in addition to the standard cleaning fee, and the guest will be required to immediately checkout of the unit without a refund.

### **Beach Usage**

Swimmers do so at their own risk as there are no lifeguards on duty on the SMR beach.

Surfing is authorized at SMR Beach from 0530-0800hrs except during pre-coordinated training. 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.

Bathrooms and wash off station are available. Please respect the usages of the facilities.

Food and beverages are allowed on the beach, and beach parking lot, **except items in glass containers.** It is mandatory that the beach / parking lot area be kept clean. Trash receptacles are provided. Please use them.....WE DO NOT WANT TO LOSE ACCESS TO THE BEACH.

### **Lodging Guest Fishing Policy(SALT WATER ONLY):**

Lodging guests desiring to fish on SMR are required to have a valid Virginia Department of Game and Inland Fisheries License for Saltwater fishing and need to obtain a Lodging Program fishing pass. Lodging guests are required to obtain a lodging program fishing pass PROIR to fishing. Passes should be requested at check-in.

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.

The use of Lake Christine and surrounding is NOT authorized. This includes fishing, boating, swimming, site seeing, etc. The area is secured.

### **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 well, there will be times when guests will not have access to SMR's oceanfront beach.

**SMR ACCESS.** Lodging reservations only provide our guests a reason to request access to SMR. Access to SMR is controlled by SMR policies which are enforced through the Security Department. Basically, you must have a need to gain access, have proper pictured ID (includes all people in the vehicle), valid inspection sticker, vehicle tags, registration, and auto insurance. IF you have visitors that will join you on SMR, you will need to provide the Security Department, in writing, your name, unit # that you are renting, names of all visitors, dates visitors will be with you. We recommend that you provide the document prior to your visitor's arrival to ensure access. Please note, YOU are responsible / accountable for your visitors during the time spent on SMR. If you have questions concerning access to SMR, please contact Main Gate Security at 757-491-5144 or SMR Headquarter 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 2200-0530. **However, doesn't apply to the 24-7 construction work.**

**OPEN FIRES** are NOT ALLOWED on SMR, which includes the beach.

**GRILLS** must be located/operated 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 \$100 we 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 Regulations.

**NO LITTERING,** clean your areas and strive to leave them cleaner than you found them. There are numerous dumpsters located throughout SMR.

**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 is found moved / rearranged, there will be a fee charged to the individual's card on file to relocate and lodging privileges may be revoked.

**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.

**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 guest. 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 station 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 a Q-building-apartment-cottage- trailer is PROHIBITED. (IAW SMR Electric Vehicle Charging Policy 9Aug23).

**PARKING for Recreational Vehicles (RV) / Traveler Trailers (TT) / Boats/Trailers.** The Lodging Programs at SMR does not offer our guests designed parking for RVs, TTs and Boats, excluding boats less than 17' with electric motor that are authorized for use in Lake Christine. **Parking and storage** for all other RVs, TTs, Boats/Trailers must be arranged with SMR Headquarters PRIOR to arrival.

**INCLEMENT WEATHER**(Hurricane, Tropical Storm, & Snowstorm). When a hurricane, tropical storm, or snowstorm is impending to affect the Virginia Beach area, all **official guests** are not required to checkout, but we recommend that you do so. Please know that lodging staff will not be available, basic services to your lodging may not be available for an unknown period. Our guest's safety must always be first, and the lodging programs are not capable of supporting our guests during this type of weather. **Please note, the *Post Commander* can close or evacuate SMR at any time, if so, that direction will supersede the lodging programs guidance and ALL guests will be required to checkout and leave SMR and/or follow the direction issued by the *Post Commander*.**



		SLEEPS	RATES		
<b>Q-Rooms &amp; Apartment Units</b>			Official	Unofficial	NG E4 & Below Official
Q- Room	Single or full/double -size bed, mini frig, flat panel TV, satellite, no private bath. NOTE: Currently there is no satellite available.	1	\$21.00	\$26.00	N/A
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. NOTE: Currently there is no satellite available.	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 <sup>rd</sup> bedroom w/ double bed available) NOTE: Currently there is no satellite 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 NOTE: Currently there is no satellite available.	4	\$84.00	\$104.00	\$67.00

**RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

## **RECREATIONAL UNITS**

**PHONE: (757) 493-3125 / 3126**

**RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Unit #	Capacity	# Bedrooms	Beds/Style	# Baths	SEASONAL (1Apr-31Oct) Daily Rate	VANG E-4/Below Daily Rate	Daily Rate
T-94L Cottage	10	3	2Q, 1D, 4T	2	\$325.00	\$228.00	
T-94B Cottage	2	1	1Q	1	\$85.00	\$60.00	CLOSED
T-83 Cottage	4	2	1Q, 2T	1	\$145.00	\$102.00	
T-88 Cottage	10	5	2Q, 2D, 2T	2	\$279.00	\$196.00	CLOSED
T-100 Cottage	4	2	1Q, 2T	1	Off Market	Off Market	Off Market
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	
T-85 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	
T-86 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	
T-87 Cottage	6	3	1Q, 1D, 2T	2	\$175.00	\$123.00	CLOSED
T-99 Cottage	6	3	1Q, 1D, 2T	2	\$198.00	\$139.00	
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	
260-C Cottage	10	4	5D	2	\$279.00	\$196.00	CLOSED

All units have AC, TV w/ Direct TV satellite systems and fully equipped kitchen.

**\*\*NG-E4/Below rate is for VANG still in uniform\*\***

**\*\*Bed linens (all sizes) are provided at an additional fee of \$6.00 per set\*\***

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

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

**Reservations Information:**





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

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

# VIRGINIA NATIONAL GUARD

## STATE MILITARY RESERVATION



-  Main Gate
-  SMR Operations HQ
-  Lodging Rental Programs Office
-  Cottages/Q-Buildings/  
Trailers/VIP Apartments

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

