

Must Read Before Making A Reservation!!

Guest Housing and Berry Hall Guest Quarters Policy:

Memorandum

Subject: POLICY FOR BERRY HALL GUEST QUARTERS AND YARD FAMILY TRANSIENT LODGING

From: Commanding Officer, Coast Guard Yard

To: All Baltimore Area Coast Guard Commands

Date: 3 January 06

Reply to

Attn. of: Reservation Desk: 410-636-7494

1. The purpose of this memorandum is to advise members of the Coast Guard Yard community of the policies and procedures for the operation and use of the Berry Hall Guest Quarters and Yard Family Transient Lodging. Berry Hall is located in Bldg. 28A across from the Yard Clinic. Yard Family Transient Lodging is located in Building 84 across from the Steinbock Grove picnic area.
2. The use of the Berry Hall Guest Quarters and Yard Family Transient Lodging is primarily for the benefit of Coast Guard Active duty personnel reporting to and departing from any Baltimore area duty station under PCS orders, retired military personnel and their families, Reserve component personnel and DOD military personnel.
3. The administration, management and reservation procedures of Berry Hall Guest Quarters are the responsibility of the Morale, Well-Being, and Recreation Division, Columbus Recreation Center Office, Building 143, (410) 636-7494.
4. The Berry Hall Guest Quarters consists of eight, two-bed units with a private bath. Each unit has satellite television and local access antenna. Cots and cribs are available upon request. Reservations will be made based on a priority system. Personnel in a lower priority can have their reservations cancelled anytime up to 72 hours prior to the occupancy date to make room for higher priority personnel. A laundry room is located next to room 101.
5. The Yard Family Transient Lodging consists of five multi-units capable of accommodating seven people (including the sofa sleeper). Each unit has a satellite television with a local access antenna. Living/dining rooms with a sofa sleeper,

kitchenettes with all necessary utensils, one bedroom with a queen bed, additional rooms contain two double beds per room at an added cost. Cots and cribs are available upon request. Attached to the end of the building is a laundry room.

6. Priority: The following is a list of the priority levels and length of stay used by the Morale, Well-being and Recreation Division at both the Berry Hall guest quarters and Yard Family Transient Guest lodging facilities.

a. Priority 1 - Coast Guard active duty reporting to or departing from any Baltimore/Washington DC area duty station under PCS orders and DOD military personnel.

b. Priority 2 – Official guests and visitors of the Yard or any of its tenant commands, Dependents and immediate relatives of Coast Guard active duty personnel when necessary due to sudden emergency circumstances requiring their presence.

c. Priority 3 – Visiting dependents, relatives or guests of personnel attached to the Yard residing in Building 33, or visiting dependents of personnel assigned to vessels undergoing repairs at the Yard.

d. Priority 4 – Other active duty military, retirees, reservists in an active duty status for reasons other than stated in Paragraphs 3a –c.

7. Maximum Occupancy – The following is a list of maximum occupancy according to priority:

	Berry Hall Quarters	Family Transient Lodging
Priority 1	90 days	90 days
Priority 2	30 days	30 days
Priority 3	14 days	14 days
Priority 4	7 days	7 days

8. Rates – The following is a list of room rates for each facility:

Guest Housing And Berry Hall Guest Quarters Price List:

Sponsor's Paygrade	Berry Hall	Guest Housing Two Bedroom (Sleeps 5)	Guest Housing Three Bedroom (Sleeps 7)
Discounted Rate E-1 to E-4	\$20.00	\$32.00	\$37.00
Discounted Rate E-5 to E-7	\$24.00	\$34.00	\$39.00
Discounted Rate E-8 to O-3	\$30.00	\$43.00	\$48.00
Standard Rate	\$36.00	\$49.00	\$54.00

Please read the policy and rules Guest Housing And Berry Hall Guest Quarters Policy

9. Reservations procedures: – Reservations and information concerning reservations for Berry Hall Quarters and Family Transient Lodging can be obtained by contacting the Columbus Recreation Center in person, by phone (410) 636-7494 from Monday through Friday from 0900 to 1500.

a. Reservations: All reservations must be paid for no later than 72 hours of the check-in date. Reservations may be cancelled up to 48 hours prior to check-in date.

b. Cancellations: Failure to notify the Columbus Recreation Center of a cancellation will restrict use of using Berry Hall and Family Transient Lodging for a period of six months.

c. Payments: Payments for reservations are as follows:

1) Stays greater than 7 days: payments will be made in one (1) week intervals from the check in date. Failure to make a payment on schedule tenant will vacate within 24 hours and lose quarters/lodging privileges for a period of six months.

2) Stays less than 7 days: full payment is due upon check in.

d. Check-in/Check-out. Check-in time is 1400. Check-out time is 1100. Failure to check-out at 1100 results in the tenants being charged for an extra day. All check-ins are done at the Columbus Recreation Center, Building 143. Emergency after-hours check-ins will be arranged with the Columbus Recreation Center Manager.

10. Emergency procedures: Each unit contains an on-base only access telephone. During an emergency, the tenant can call the Officer of the Day at extension 7766, the on-base emergency line at extension 3000 or Security Main Gate at extension 3993. State the nature and location of the emergency.

11. Maintenance procedures: Utility and maintenance problems can be reported to the Columbus Recreation Center at extension 7494 or to Yard Facilities Management Office at extension 3288 during normal working hours, Monday through Friday 0730 to 1530. After hours emergencies, contact the Officer of the Day at extension 7766, or Security Main Gate at extension 3993.

12. Tenant Responsibilities: The tenant is responsible for the following during occupancy. Failure to comply will result in immediate removal.

- a. No pets are allowed to stay in the units;
- b. No smoking is allowed in the units;
- c. Daily cleaning of kitchen area and washing of dishes, pots and pans;
- d. Personal articles of clothing must be picked up and stowed so housekeeper can perform daily duties;
- e. Remove all food from refrigerator and closets upon check-out;
- f. Any damage to equipment and facility;
- g. Excess trash accumulated;
- h. No loud or excessive noise before 0900 or after 2200;

- i. No unauthorized tenants after 2200;
- j. No weapons or ammunition are permitted on base. Magazine and/or bolts must be removed while on base property. For storage contact Yard Security at 410-636-3993;
- k. Children under the age of 14 may not be left alone and must be supervised at all times;
- l. Bikes, auto, motorcycle, ATV or any other motorized vehicle parts will not be kept in rooms. Pornographic, inflammatory, offensive or prejudicial material will not be displayed in rooms.

13. Services provided – Housekeeping services are provided from Monday through Friday (Holidays excluded). Guests will post the Do Not Disturb sign if services are not required. Housekeeping personnel will visit each room every three days to check the condition of each room. Housekeeping will perform the following:

- a. Vacuum all carpeted areas;
- b. Change bed linen every three days unless specifically requested by the tenant;
- c. Provide fresh linen (bath, face, hand towels, and shower mats);
- d. Clean bathroom, tub and mirrors;
- e. Sweep and mop bathroom floors;
- f. Dust flat surfaces