USCG SECTOR SAN JUAN
MWR DEPARTMENT

U.S. COAST GUARD GONZALEZ HALL
GUEST ROOM RESERVATION FORM
(LEISURE)

_____ Date Reservation Submitted Guest Room # _____

Sponsor Name _____ Rank/Rate _____

Address _____

Branch/Duty Station _____

E-mail _____ Alternate e-mail _____

Work Phone _____ Home Phone _____ Cell Phone _____

Size of Unit: _____ Suite _____ Single

Dates Required: Arrival _____ Departure _____
(Check-in 3pm) (Check-out 11am)

Special Requirements:_____Additional Guest Charge ($10.00pp)

A photo copy of Military ID is required.
Minimum of two nights apply.

Guest Name _____

Address _____

Phone Number _____

I understand that this reservation will be held for a period of forty-eight (48) hours. In forty-eight (48) hours, **I must confirm my reservation with a 50% non-refundable deposit.** I understand that the balance (less the deposit) for the above mentioned unit must be paid, in full, two weeks prior to the arrival date of my guests. An inspection of the unit will be done at checkout and additional fees may be assessed for broken or missing items.

Cancellation received within 72 hours to arriving date will be subject to a one night charge cancellation fee.

By signing this form I accept all the regulations and requirements of Sector San Juan MWR reservation policy.

_____
Signature Date

The deposit for this unit is due on _____.
The deposit will be $_____(50%).
The balance for this unit will be due on _____.
The balance due will be $_____ (total less deposit).
MWR is pleased to provide this service to you. If we can be of further assistance, please do not hesitate to contact our offices at (787) 774-0298/787-729-4320 or by email Emma.R.Rodriguez@uscg.mil
This form needs to be sent by email in order to continue the reservation process.

Any "Collection of Information" as defined in the Paperwork Reduction Act of 1995 (codified at 44.U.S.C.3501 et seq.) on this form has not been approved by the Director of the Office Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information.

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Enclosure (a)