USCG Sector San Juan
MWR Department

Rio Bayamon Guest Housing
PCS Reservation Form

_____ Date Reservation Submitted Reservation # _____

Member Name _____ Rank _____

Address _____

Work Phone _____ Home Phone _____ Cell Phone _____

E-mail address _____ Alternate email _____

Branch/Duty Station _____

Size of Unit: _____ 2 bdrm _____ 3 bdrm _____ 4 bdrm

PCS Type: _____ In _____ Out Dates: Arrival _____ Departure _____

Special Requirements: _____ Crib ($10.00 fee)

_____ Pet facilities ($100.00 pet sanitation fee)

I understand that guest houses are assigned on a "first come, first served" basis. If no guest house is available for the time requested, members will be placed on a waiting list in the order in which the requests are received (with any special needs taken into account). An inspection of the unit will be done at checkout and additional fees may be assessed for broken or missing items or excessive cleaning, if necessary.

Cancellation received within 72 hours to arriving date will be subject to a one night cancellation fee. (Except with the orders cancellation)

I further understand that I will be billed every ten (10) days for my stay. It is my responsibility to collect the invoices from MWR and coordinate the TLA payments through SPO. All balances must be paid in full upon checking out of the guesthouse. By signing this form I accept all the regulations and requirements of SSJ MWR reservation policy

_____

Signature Date

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 the number below.

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.

This form needs to be sent by email in order to continue the reservation process.

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