

No Pets: NO PETS ALLOWED. Under no circumstances will pets be allowed in our quarters. If a pet is seen on the premises or in a room, you will be asked to leave. **No exceptions.** If pets are reported in a room, guest will be required to pay a minimum of \$75.00 for shampooing and fumigation.

No Smoking: Smoking is authorized in approved areas but not within 50 ft. of a building entrance. Do not bring and dispose of cigarette butts in your room. If found or the room smells like smoke, the guest will be charged a non-refundable \$140.00 deep-cleaning fee.

Guests: All overnight guest must be approved by the Lodging Office per NGR 3-5-1. Guests who join you during your stay **must** be reported to the front desk upon their arrival and departure. This essential for safety and security in the event of an emergency. Additional charges will be posted to your account accordingly for each night the guest stays.

Housekeeping Services: Housekeeping services will be performed at various intervals depending on the length of stay. If you do not want services during your stay please contact the office and we will honor your request. However, for long-term stays our staff will enter the room from time to time to ensure the safety of our guests and that room standards are being met.

Shared Bathrooms: Be courteous and considerate of other guests when occupying facilities with shared bathrooms. Guests staying in shared bath facilities may not have overnight visitors at any time during their stay. Please contact the front desk to make other arrangements for family accommodations.

Personal Mail: The address to have mail delivered is: GGTC Lodging & Protocol, ATTN: Your name and room number, P.O. Box 466, Hinesville, Georgia 31310. The mail can be picked up at the front desk at building 9322.

Long-Term Reservations: Guests staying longer than 30 days, must pay room and incidental charges by the 1st of each month or be charged a \$15.00 penalty fee. Filling out an express payment form will result in your credit card being charged at the end of each month. The receipt will be placed in your room each time a payment is charged.

Electrical Circuits: Please do not overload the electrical outlets. Televisions are provided so no additional televisions should be connected in the rooms. No cooking elements or hot plates are allowed in the rooms.

Check-In / Check-Out Times: Guests may check into their quarters at any time as long as the room is available. Check-out time is 1200 hours but can be extended by Lodging staff if coordinated ahead of time. Lodging staff will also accommodate weekend arrival and departures.

I understand the information given above and will adhere to these policies during my stay.

Print Name: _____ Bldg/Room: _____

Signature: _____

Email completed request form to: ng.ga.gaarnng.list.ggtc-billeting@mail.mil