



Standard room reservations can be made at

Name/Rank: _____

Check in date: _____ Check out date: _____

Number of nights requested: _____

*PCSI Military authorized 10 days, PSCO on-post are authorized 3 nights and PCSO off-post are authorized 10 nights. PCS Civilians recommended 30 days. TDY as needed per availability.

Unit: _____

Phone Number: _____

E-mail: _____

Home address: _____

Purpose of visit (TDY/PCS (in/out), leisure/Space A): _____

*Orders must be provided at check in or else the reservations is subject to be canceled for guests on official orders. Space-available reservations may be made for a max of three days based on availability

Numbers of adults: _____ Number of children: _____ How many rooms needed: _____

Standard or Family Suite (Standard has one queen bed, microfridge, portable cooktop. Family suites are one bedroom, one queen bed, full size sofabed, and kitchen and *only* available to 3+ guests with family): _____

Requests (cribs, toddler cot, foldout chair, roll away bed, pet friendly room*, or accessible room):

***Limited pet rooms and there is a nonrefundable \$50 fee plus \$3 per night per pet.**

Method of payment (c/c with exp date): _____

****Credit card information is necessary to hold room after 6 p.m. on day of arrival.**

Rooming List (if more than one person, please list additional names and age of children):

Please email completed form to usarmy.humphreys.imcom-fmwrc.mbx.lodging@mail.mil. If you do not receive a reply back within 24 hours, call the Front Desk at 011-82-31-692-0825 (from the US), 031-692-0825 (Commercial) or DSN 315-755-0233. If you are having trouble with the form, please email the Front Desk (usarmy.humphreys.imcom-fmwrc.mbx.lodging@mail.mil) your first & last name, rank, requested dates, number of guests and email address.