



Standard room reservations can be made at

Name/Rank: _____

Check in date: _____ Check out date: _____

Number of nights requested: _____

***PCS-IN Military authorized 10 days, PCS-OUT on-post are authorized 3 nights and PCS-OUT 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**

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

Standard or Family Suite (Standard has one queen bed, refrigerator, portable cooktop. Family suites are one bedroom, one queen bed, full size sofa-bed, 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 \$10 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**

****Room rates are subject to change without advance notice based on Per Diem rate**

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

Please email completed form to usarmy.humphreys.id-pacific.mbx.lodging@army.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.id-pacific.mbx.lodging@army.mil your first & last name, rank, requested dates, number of guests and email address.