

Marine Corps Community Services (MCCS) Lodging Guest Registration - 0703-0072
Sample Registration Card

«zName» Guest Registration Card

Arrival Date: «rArr_Date_Long» □ Departure Date: «rDep_Date_Long» Number of Nights «rNights»
Reservation Number: «rRes_No» □ «rCategory» □ Room: «aArea» □ «rCharge_Type» □ «rNightlyTariff»
Guest Name: «cTitle» «cGiven» «cSurname»
Address: «cAddr1» □ «cTown» □ «cState» □ «cPostCode»
Email: «cEmail» □ Telephone: «cPhone_BH» □ Mobile: «cMobile»
Number of Guests: «rAdults» □ Children: «rChildren» VEHICLE TYPE PLATE #

Privacy Act Statement and Agency Disclosure Notice for
Marine Corps Community Services Lodging

OMB CONTROL NUMBER: 0703-0072

OMB EXPIRATION DATE: 04/30/2022

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB Control Number 0703-0072, is estimated to average 10 minutes as appropriate per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013; 10 U.S.C. 5041; DoDI 1015.11; DoDI 1015.10; MCO 1700.30; and SORN N04066-4.

PURPOSE: Information will be accessed by Marine Corps Community Services (MCCS) personnel with a need-to-know to manage and administer lodging reservations, accommodations, sales transactions, and service activities.

ROUTINE USES: Information may be disclosed to current authorized contractors and vendors to accomplish a function related to this system of records and to credit card processors, banks, and other financial institutions to process payments. A complete list and explanation of applicable Routine Uses are accessible at <https://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/NavyUSMC-Article-List/>.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in an ineligibility to access MCCS lodging services.

TERMS & CONDITIONS AGREEMENT: I understand that I am liable for any charges incurred during my stay or any loss/damage caused by myself or my guest(s). I hereby authorize a charge to my credit card (on file) or pay checkage for financial liabilities incurred. Additionally I understand that unauthorized removal or destruction of items is cause for prosecution under the Uniform Code of Military Justice of Federal Statute, as appropriate.

Check out time is 11:00 am. Failure to check out by 11:00 am will result in an additional day's room charge being applied to your account.

This is a Non-Smoking Facility. If smoking occurs in your room or suite during your stay, a \$250 cleaning fee will be added to your account.

The facility is not responsible for any loss or damaged valuables that are not placed in the room safe.

By Signature, I acknowledge acceptance of all charges incurred by me or my guests during my stay to include but not