

«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» □ Nightly Rate «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 Official and Recreational Lodging Programs

OMB CONTROL NUMBER: 0712-0001

OMB EXPIRATION DATE: June 30, 2025

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB Control Number 0712-0001, is estimated to average 7 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 Lodging 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://dpcl.d.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 Marine Corps 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 10:00. Failure to check out by 10:00 will result in an additional day's room charge being applied to your account.

Pets are allowed in designated Pet Friendly Rooms only. A cleaning fee of \$250 will be added to your account if a pet is housed in a non-pet friendly room or suite.

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.

Possessing, carrying, displaying, firing, or discharging any firearm on Base, other than as authorized by the Commanding General, MCB, Camp Lejeune, is prohibited.

Unregistered firearms found aboard Camp Lejeune will be confiscated and maintained as evidence until judicial proceedings are completed, and the weapons are properly registered aboard Base before being returned to their rightful owner. Per MCIEAST-MCB CAMLEJO 5500.1G.

The facility is not responsible for any loss or damaged valuables.

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

Guest(s) Signature: _____ Date:_____