



# Check-In & Out Procedures

Check-In: 3:00 PM | Check-Out: 11:00 AM

Upon arrival, please follow the instructions below to get in your room.

Key boxes (#1 to #6) are located inside the laundry/vending room, the farthest door to the left of the building. Once you enter the room, the key boxes are located on the wall to your right.

## INSTRUCTIONS

### Retrieving your Room Key

1. You will need to use your designated code on your assigned key box.
2. Press down the "Clear" button.
3. Enter your code.
4. Press down and hold the "Open" button.
5. Fully open the box and retrieve your room key.

### Closing and Locking the Key Box

1. Press down the "Clear" button.
2. Enter your code.
3. Press down and hold the "Open" button.
4. Close compartment door.

**Box Number: #**

**Key Box Code: # (# digits)**

When checking out, please put the key back in the key box using the same instructions above and text "Check Out" and "Your Name" to **(804) 837-7838**. If you have no means of text messaging, you may contact the phone number listed and leave a voicemail with "Check Out" and "Your Name."

## PAYMENT

**Credit Card:** If you would like to pay with the credit card information you provided on the Lodging Reservation Form, no further action is required.

**Check:** If you would like to pay in person by check, payments can be collected Monday - Friday, 8:00AM - 3:30PM, with the exception of federal holidays and installation closures. Due to limited staffing, please call in advance to ensure that someone is available to accept your check payment.

To avoid additional charges and/or fees, assigned room keys must be returned to the assigned key box followed by a text message or phone call check out notification.

**FOR EMERGENCIES CALL: (804) 837-7838**



Call (804) 279-1092  
or (804) 279-1091



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