



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: MWR Richmond accepts only credit and debit cards (Visa and Mastercard) as valid forms of payment for MWR services. Cash and checks are not accepted. You will be contacted via the phone number provided on the Lodging Reservation Form to collect and process your credit or debit card information.

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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