



RESERVATION REQUEST FORM

DEFENSE SUPPLY CENTER RICHMOND

(804) 279-1092

DEFENSEMWR.COM/RICHMOND
FACEBOOK @MWRRICHMOND

Customer Information

Last Name:	First Name:
Eligibility:	Rank/Grade:
Phone:	Email:

Reservation Information

Arrival Date:	Departure Date:	Number of Guests:
Room Type:	Number of Nights:	Total Price:

Billing Information

Street Address:		
City:	State:	Zip Code:
Card Type:	Card Number:	
Exp. Date (MM/YYYY)	CVV (Three Digit Code):	

Notices

- Once your reservation is processed, you will receive instructions about procuring your room key. If this information has not been received by 3:00pm on the date prior to your arrival, please contact us at (804) 279-1092.
- Check-in is at 3:00PM and check-out is at 11:00AM.
- All cancellations or changes must be made by 1:00PM on the date prior to your expected date of arrival. However, if your expected date of arrival is Saturday or Sunday, the cancellation or change must be made by 1:00PM Friday.
- If your cancellation or change is not made according to the guidance/instructions above, MWR will assess a charge equal to the amount of a one-night stay, except Saturday and Sunday arrivals, which will be charged for the full weekend stay.
- The following items are prohibited: Tobacco products (cigarettes, cigars, hookah, e-cigarettes, vape pens, smokeless tobacco, etc.), illegal drugs, candles and incense, and cooking products other than the provided appliances (electric/gas burners/griddles, air/deep fryers, etc.).
- NO PETS ALLOWED: Service animals as defined by Title I and Title II of the Americans with Disabilities Act (ADA) are welcome. Emotional support, comfort, and therapy animals are not considered service animals under the ADA.

Privacy Act Statement

Authority: 5 U.S.C., Section 301, AR 25-55, and AR 340-17
Principal Purpose: To make reservations for lodging for eligible personnel
Routine Uses: General information necessary to complete lodging reservation. In the event of an emergency, requested information is necessary to contact the customer.
Mandatory or Voluntary Disclosure: Voluntary
If Information is Not Provided: Payment may be missed resulting in a late fee or cancellation.

Customer Agreement and Signature

Signature*: _____ Date: _____

* If you cannot sign this form, please reply in an email stating that you have read, understand, and agree to this notice. Failure to follow these policies may result in immediate cancellation of reservation and/or future reservations.