

USCG BASE SAN JUAN  
MWR DIVISION



**U.S. COAST GUARD GONZALEZ HALL  
GUEST ROOM RESERVATION FORM  
(PCS/TLA/TDY/TAD)**

\_\_\_\_\_ Date Reservation Submitted Guest Room # \_\_\_\_\_

Sponsor Name \_\_\_\_\_ Rank/Rate \_\_\_\_\_

Address \_\_\_\_\_

Branch/Duty Station \_\_\_\_\_

E-mail \_\_\_\_\_ Alternate e-mail \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Size of Unit: \_\_\_\_\_ Suite \_\_\_\_\_ Regular \_\_\_\_\_ Single \_\_\_\_\_

Dates Required: Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
(Check-in 3pm) (Check-out 11am)

Special Requirements: \_\_\_\_\_ Additional Guest Charge (\$10.00pp)

**A copy of orders is required.**

Guest Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

I understand that guest Rooms are assigned on a first come first served basis. If no Guest Rooms are available for the time requested, member will be placed on a waiting list in the order in which the request was received (With any special needs taken into account). An inspection of the unit will be performed at checkout and additional fees may be assessed for damaged or missing items or incurred excessive cleaning.

Cancellation received within 72 hours to arriving date will be subject to a one night cancellation fee. (Except with the cancellation of orders)

I further understand that I will be billed every ten (10) days for my stay. It is my responsibility to collect the invoices from MWR and coordinate the TLA payment thru SPO. All balances must be paid in full upon checking out of the Guest Room.

By signing this form I accept all the regulations and requirements of Sector San Juan MWR reservation policy.

\_\_\_\_\_  
Signature Date

MWR is pleased to provide this service to you. If we can be of further assistance, please do not hesitate to contact our offices at (787) 774-0298/729-4320 or by email [Emma.R.Rodriguez@uscg.mil](mailto:Emma.R.Rodriguez@uscg.mil)

**This form needs to be sent via email to [Emma.R.Rodriguez@uscg.mil](mailto:Emma.R.Rodriguez@uscg.mil) in order to continue the reservation process.**

Any "Collection of Information" as defined in the Paperwork Reduction Act of 1995 (codified at 44.U.S.C.3501 et seq.) on this form has not been approved by the Director of the Office Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information.