



***USCG Base San Juan  
Gonzalez Hall Guest Rooms  
787 774-0298 787 729-4320***



### **Guest Rooms Reservation Form**

I understand that this reservation will be held for a period of forty-eight (48) hours, in which time I must confirm my reservation with a 50%, **non-refundable deposit**. I understand that the balance (minus the deposit) for the above mentioned unit must be paid, in full, upon arrival date of my guests. An inspection of the unit will be done at checkout and additional fees may be assessed for broken/damaged, missing items or excessive cleaning. Further, I hereby release the United States Coast Guard, and all their Officers, Agents, or Employees, acting officially or otherwise, from all liability that may arise from my family (and/or my guests) while residing on base.

Sponsor Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_  
Duty Station/Branch of Service: \_\_\_\_\_  
Retired Branch of Service: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Alternate E-Mail: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Unit size: \_\_\_ Suite \_\_\_ Regular \_\_\_ Single \_\_\_ Additional Guest

Check in date \_\_\_\_\_ Check out date \_\_\_\_\_

***Two nights minimum apply for suite stay. \$10.00 additional guest.***

Guest Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Vehicle Information** (if a rental, pass information to gate guard)

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
License Plate #: \_\_\_\_\_ Rental Car: \_\_\_\_\_

***\*Personnel on orders have priority over leisure reservations\****

**Check-In** is after **3:00 PM**. Envelope will be left at BSJ gate for you to pick up.

**DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Return this signed form to [Emma.R.Rodriguez@uscg.mil](mailto:Emma.R.Rodriguez@uscg.mil)