

**NRC SOLOMONS RESERVATION FORM**

Mail form to: NRC Solomons, P.O. Box 147, MD 13855 Solomons Island Rd. S. Solomons, MD 20688 or FAXS form to the Lodging Office at (410) 326-2293.

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
BRANCH OF SERVICE \_\_\_\_\_ RANK \_\_\_\_\_ ACT \_\_\_\_\_ RET \_\_\_\_\_ RESR \_\_\_\_\_ WID \_\_\_\_\_ 100% DIS \_\_\_\_\_ DoD \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
DUTY STATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

REQUESTED ARRIVAL DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ REQUESTED DEPARTURE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

ALTERNATE ARRIVAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ ALTERNATE DEPARTURE DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm/dd/yyyy) (mm/dd/yyyy)

EMERGENCY POINT OF CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE #: \_\_\_\_\_

GROUP TYPE: (CHECK)  CHURCH  FAMILY  REUNION  BUSINESS  OTHER

NAME OF GROUP: \_\_\_\_\_ (Example: Troup 142, Company Name, Church Name)

**COMMAND FUNCTION ONLY**

NAME OF COMMAND: \_\_\_\_\_ POC: \_\_\_\_\_  
COMMAND BILLING ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**PLEASE CHECK ONLY THE ITEMS YOU WISH TO RESERVE FROM EACH LIST**

If you are not sure of the exact type of accommodations you wish to reserve, please note your first, second and third choices.

**LODGING UNIT RENTAL FACILITIES**

- Classic Cottage
- Contemporary Cottage
- Log Cabin Single/Full
- Cozy Cabin
- Bungalow
- Apartment
- Any

Indicate the number of Bedrooms preferred (check)  
 1  2  3  4  5

Handicap Accessible

Indicate the number of units that you are requesting: \_\_\_\_\_  
Note: Max stay is 7/10 days

Please place me on standby for Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

**CAMPING EQUIPMENT**

- Complete Hook Up
- Electric and Water
- Primitive Family Site
- Primitive Group Site
- Yurt
- Camping Cabin
- Size of Camper \_\_\_\_\_

Indicate the number of sites you are requesting: \_\_\_\_\_

Site Selection: \_\_\_\_\_

Note: Campsites have maximum stays.

**RECREATION**

- Small Pavilion
- Medium Pavilion
- Large Pavilion
- Gazebo
- Club 9

Projected arrival time: \_\_\_\_\_  
Departure time: \_\_\_\_\_

**GEAR RENTAL**

- Large Gas Grill
- Gas Rotisserie Grill
- Large Charcoal Grill
- Picnic Pack - Deluxe
- Folding Tables
- Folding Chairs (6 per)
- Other: \_\_\_\_\_

NRC will deliver grills to your rental rental site. It is the customers responsibility to pick up all other gear rental items. Gear must be prepaid for and is subject to availability.

Please indicate if you require a waiver. \_\_\_\_\_ Number of guests in party \_\_\_\_\_ Number of vehicles \_\_\_\_\_

A waiver is required when a patron requests more than one unit/site, or has more than 10 guests. Approval is based on availability at time of booking. Waivers must be submitted at least two weeks prior to arrival. For patrons with large groups, 11 or more guests, a list is required. Guest list is to be typed and in alphabetical order indicating the driver and passengers in each vehicle. Failure to comply may hinder your guests' entrance into NRC Solomons.

PRIVACY ACT STATEMENT: 5.U.S.C.301, Departmental Regulations, E.O. 9397 (SSN).

The primary use of the information is by NRC management officials to document reservation requests from patrons and to provide access by eligible military personnel, their dependents and DoD civilians to recreational facilities. Department of the Navy Blanket Routine Uses apply to records in this system. A copy of these Blanket Routine Uses is available upon request from the Lodging Office. Disclosure is voluntary. However, failure to provide the information may delay or prevent further action on your request.

OFFICE USE ONLY

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_ Employee Int. \_\_\_\_\_  
Approved if unit/site available \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_  
Unit/Site \_\_\_\_\_