

Navy Region Hawaii
MORALE, WELFARE AND RECREATION DEPARTMENT
PACIFIC MISSILE RANGE FACILITY, Barking Sands, Kauai
P.O. Box 128, Kekaha, HI 96752-0128

BEACH COTTAGE RESERVATION POLICIES

1. The Beach Cottage Rental Program includes 19 cottages located at PMRF Barking Sands, Kauai, Hawaii. The cottages offer eighteen two-bedroom deluxe units and one three-bedroom deluxe unit.
2. The cottages are available for daily rental by authorized patrons. Authorized patrons include:
 - a. Active duty military, to include foreign services (when on orders from the U.S. Armed Services) and Coast Guard
 - b. Retired military
 - c. Members of Reserve components
 - d. Others separated from the Armed Forces and their family members to include Ex-POW; Medal of Honor recipients; Honorably discharged veterans with 100% service connected disability; Involuntarily separated service members under the Transition Assistance Management Program; Voluntary Separation under the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) programs for two years after separation Ex-POW or medal of Honor recipients
 - e. Family members to include spouse and children (21 years or older) of those eligible patrons in categories (a) through (d) who possess a spouse/dependant I.D.
 - f. Department of Defense (DoD) Civilians and MWR/NEX/AFEES NAF employees.
 - g. Contractors working on board the installation who have been authorized use of MWR programs by the Commanding Officer
3. Reservations are made by contacting Central Cottage Reservation Office at COM (808) 335-4752 or DSN 471-6752. For more info, contact the Navy Region Hawaii Quality of Life website at www.greatlifehawaii.com or email to: erika.burton@navy.mil
The advance reservation categories for eligible patrons are as follows:
 - Category 1:** Includes active duty Navy and their family members residing in Hawaii. Reservations may be made up to six (6) months in advance to the date.
 - Category 2:** Includes active duty Navy (outside of Hawaii), Marine and Coast Guard personnel and their family members. Reservations may be made up to five (5) months in advance to the date.
 - Category 3:** Includes active duty members of other services, reservists, retirees, Ex-POW and Medal of Honor recipients, and their family members; Reservations may be made up to four (4) months in advance to the date.
 - Category 4:** Includes Navy DoD civilians, MWR/NEX NAF employees
Reservations may be made up to three (3) months in advance to the date.
 - Category 5:** Includes other service DoD civilians, AFEES employees. Reservations may be made up to two (2) months in advance to the date.
 - Category 6:** Includes contract employees working on the installation. Reservations may be made up to one (1) month in advance to the date.
4. To confirm a reservation, a credit card deposit of 50% is required. If submitting a reservation by check or cash, it must be received at the time the reservation is placed. The 50% deposit will be applied to the total amount due. Cancellation more than 45 days prior to the reservation will result in a full refund. **NO REFUND** will be issued if cancellation is within 45 days of the reservation date. The MWR Director may review special circumstances for possible exceptions to this policy.
5. Check in/out is at the Central Cottage Reservation Office. Check in time is 1400 and check out is 1000. A charge of \$15 per half hour will be assessed for late checkout.
6. Guests are requested to notify the Central Cottage Reservation Office of any discrepancies or problems. These items will be logged at the Central Cottage Reservations Office for action by the appropriate staff. Guests will be responsible for any damage or missing items noted during their occupancy.

Rates Effective 1 May 2006

7. The maximum stay is two weeks, but may be extended based on availability upon check-in. The occupancy is limited to a maximum of six (6) people per two-bedroom unit and 8 people per three-bedroom unit.
8. Accepted forms of payment are cash, personal check, American Express, Visa, MasterCard, and Discover. Any reservation made less than 45 days in advance will be charged 50% of the total amount of which is non-refundable. The guest will be informed the card is being charged **AT THIS TIME**.
9. Payment is due in full for all reservations, upon check-in at the Central Cottage Reservations Office. Any refunds that may be issued will be credited to the credit card or in the form of a check mailed by the MWR Accounting Office.
10. A security deposit is not required, however, failure to abide by the Beach Cottages occupancy standards may result in eviction by MWR Management or a designated representative. A refund will not be provided if this occurs.
11. Foreign nationals are not authorized to reserve or stay in Beach Cottages, except where otherwise authorized as serving aboard a U.S. military installation as a military member of an allied nation, spouse of an active duty person, etc. The commanding officer may make exceptions on a case by case basis. If an authorized foreign national is discovered among the cottage guests, the entire party will be escorted off base by security and a refund will not be authorized.
12. Pets are prohibited inside and outside the beach cottages.
13. The cottages may not be used as a party facility.

Other regulations that apply to Barking Sands Beach Cottages

- a. **Guests Responsibility** All our cottages are funded on a self-sufficiency basis, and every effort must be made to keep expenses to acceptable levels. Since there is no additional cleaning fee charge in the rental rates, guests are expected to leave cottages and their furnishings in as clean and as orderly a condition as when initially occupied. A cleaning fee of \$15.00 per hour shall be charged for cottages left in an unsatisfactory condition. Guests will be responsible for any damage or missing items noted during their occupancy. Failure to comply may subject violators to a letter requesting reparation via their Commanding Officers.
 - b. Conduct of sponsor and guests will be governed by the Uniform Code of Military Justice. Guests shall secure loud noise prior to 2200 on Monday through Thursday and 2400 on Friday through Sunday and holidays, unless otherwise directed by Security.
 - c. Absolutely no open fires are allowed in the vicinity of the cottages (within 100 feet).
 - d. A security deposit is not required; however, failure to abide by the Beach Cottage occupancy standards may result in eviction by MWR Management or a designated representative. A refund will not be provided if this occurs.
 - e. Persons authorized to occupy cottages may sponsor guests other than their immediate family members when sharing the same cottage.
 - f. Family members under the age of 18 must be accompanied by an adult sponsor.

SPONSOR MUST REMAIN WITH GUESTS AT ALL TIMES.

Daily Rates

CATEGORY	E1-E5		E6-E9, 01-03, W01-W03, NF1-3, GS1-10		04-05, W04, NF4-6, GS11-15, PMRF Contractors		06-010	
	Active Duty PMRF	All Other Patron Groups	Active Duty PMRF	All Other Patron Groups	Active Duty PMRF	All Other Patron Groups	Active Duty PMRF	All Other Patron Groups
Two Bedroom Deluxe	\$70	\$80	\$80	\$85	\$85	\$90	\$85	\$90
Three Bedroom Deluxe							\$90	\$95