

Camp Dawson - Group Reservation Policy

- A. **Group Reservations** will be made through Operations utilizing ATS Form 1.
1. Form will designate method of payment:
 - a. Individual - Credit Card
 - b. Group – Credit Card
 - c. MIPR
 - d. Direct Bill
 2. **Individual – Credit Card:**
 - a. Operations will provide requesting group / unit a billeting confirmation number (obtained from Billeting Department)
 - b. Individuals attending the event or training will call the Camp Dawson Reservation Desk utilizing the associated confirmation number and/or Event Name, to lock in their room. An individual credit card is required.
 - c. Billeting will issue a 20-day out reminder email to group POC.
 - d. Rooms not reserved within 15 days of arrival will be dropped automatically by the billeting desk unless held by the POC's credit card.
 - e. Individuals who have not checked into their room by 1600 hours on the day of their scheduled arrival or called to request a late check-in, will be charged for one night's stay and have their remaining reservation cancelled.
 - f. ATTRRS Courses scheduled through the RTI will be exempt from steps c - e.
 3. **Group – Credit Card**
 - a. Operations will obtain a billeting confirmation number from the Billeting Department.
 - b. Within the approval letter Operations will notify the requesting unit that a credit card number must be provided to the Billeting Desk within 15 days of receipt of Approval letter or rooms will be forfeited.
 - c. Individuals attending the event or training will call the Camp Dawson Reservation Desk utilizing the associated confirmation number and/or Event Name, to lock in their room. An individual credit card is NOT required as the group POC credit card is to be billed.
 - d. Billeting will issue a 20-day out reminder email to the group POC.
 - e. Rooms not reserved within 15 days of arrival will be dropped automatically by the billeting desk unless requested, in writing by the event POC, to continue to hold rooms with the understanding that the POC's Credit Card will be charged for one night's stay per all rooms reserved, but not assigned at the 15 day mark.

- f. Individuals who have not checked into their room by 1600 hours on the day of their scheduled arrival or called to request a late check-in, will have their remaining reservation cancelled. The POC's credit card will be charged for one night's stay per room.

4. MIPR

- a. Operations will obtain a billeting confirmation number from the Billeting Department.
- b. Within the approval letter Operations will notify the requesting unit that a DD Form 448 (MIPR Acceptance) must be received 15 days prior to arrival or rooms will be forfeited.
- c. Individuals attending the event or training will call the Camp Dawson Reservation Desk utilizing the associated confirmation number and/or Event Name, to lock in their room. An individual credit card is NOT required as the group MIPR is to be billed.
- d. Billeting will issue a 20-day out reminder email to the group POC.
- e. Rooms not reserved within 15 days of arrival will be dropped automatically by the billeting desk unless requested, in writing by the event POC, to continue to hold rooms with the understanding that the POC's MIPR will be charged for one night's stay per all rooms reserved, but not assigned at the 15 day mark.
- f. Individuals who have not checked into their room by 1600 hours on the day of their scheduled arrival or called to request a late check-in, will have their remaining reservation cancelled. The POC's MIPR will be charged for one night's stay per room.

5. Direct Bill

- a. Operations will obtain a billeting confirmation number from the Billeting Department.
- b. Within the approval letter Operations will notify the requesting unit that the Direct Bill Paperwork must be completed in full and provided to the Billeting Desk within 15 days of receipt of Approval letter or rooms will be forfeited.
- c. Individuals attending the event or training will call the Camp Dawson Reservation Desk utilizing the associated confirmation number and/or Event Name, to lock in their room. An individual credit card is NOT required as the group is being Direct Billed.
- d. Billeting will issue a 20-day out reminder email to the group POC.
- e. Rooms not reserved within 15 days of arrival will be dropped automatically by the billeting desk unless requested, in writing by the event POC, to continue to hold rooms with the understanding that the

POC will be charged (using the Direct Bill information) for one night's stay per all rooms reserved, but not assigned at the 15 day mark.

- f. Individuals who have not checked into their room by 1600 hours on the day of their scheduled arrival or called to request a late check-in, will have their remaining reservation cancelled. POC will be charged (using the Direct Bill information)

- 6. Exceptions to Policy.** Deploying or Activated Military units will be exempt from cancellation penalties.