



ROCKY MOUNTAIN LODGE RESERVATION REQUEST

Date of arrival: Date of Departure:

of adults: # of children: Any pets: Yes No

Limit=2 pets per room. One kennel is provided. Guest is responsible for a 2nd kennel in room if needed.

- Purpose of visit:**
- TDY – temporary duty assignment
 - PTDY – permissive temporary duty assignment
 - UTA – unit training assembly
 - PCSA – permanent change of station, accompanied
 - PCSU – permanent change of station, unaccompanied
 - SA – space available
 - MEDVQ – medical status
 - EMLV – emergency leave orders

Last name: First name:

Rank:

Phone: E-mail:

Company/Unit/Squadron:

Address:

City, State Zip:

If you would like to hold your reservation with a credit card:

Visa

Mastercard

Name on card:

Credit card number:

Exp. Date:

****Official DoD travelers are required to stay in on-base lodging, space permitting, per AFI 34-246.**

****All 0-6 and above reservations must be coordinated through 460 SW Protocol Office at DSN 847-6929.**



Phone: 720-847-5899	DSN: 847-5899	Fax: 720-847-5663	DSN Fax: 847-5663
E-mail: rockymountain.lodge@us.af.mil			



Comments/Special Requests:

If you do not cancel your reservation on or before midnight of the date of arrival, your credit card will be charged with a No Show Fee equal to the nightly rate.

If you do not provide a credit card, your reservation will be made as an 1800 hours hold. If you do not contact us to hold your reservation with a credit card, your reservation will be cancelled at 1800 hours on the day of arrival.

Space Available Policy

Lodging will accept and confirm reservations for Priority 2 (space available) guests according to the guidelines outlined in AFI 34-246 Table 3.1. Priority 1 customers will not “bump” Priority 2 customers with confirmed reservations, nor will they bump them once they are assigned quarters for a specific period of time, except in times of contingency, emergency, or when the installation commander determines higher priorities exist. Installation commanders may establish a policy limiting the number of days space-available guests may stay in on-base lodging to no more than 30 days a year.

If Projected Occupancy is:

Space-Available Reservations may be accepted:

86% or greater

Up to 3 days in advance

81 to 85%

Up to 7 days in advance

66 to 80%

Up to 14 days in advance

51% to 65%

Up to 30 days in advance

50% or less

Up to 120 days in advance

NOTE: Managers have the option to extend these windows if the opportunity exists based on seasonal occupancy.



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