



# The Cottages, Apartments and Billets at Camp Pendleton



## OUR MISSION

Welcome to Camp Pendleton. It is our pleasure to welcome you as our guest and wish you a pleasant stay. We value your patronage and hope that your visit will be a comfortable and enjoyable one. We strive to provide our guests with the highest degree of professional and personalized service, in a clean and secure beautiful ocean setting.

We welcome all suggestions in an effort to continue improving the facilities for a more pleasurable stay. We invite you to complete a short questionnaire provided to you upon check in or located in the billeting office. Please do not hesitate to contact any of the billeting staff listed below should you need assistance.

### **Billeting Office (area code 757)**

Billeting Manager.....	493-3127
Front Desk.....	493-3126
Main Reservation Line.....	493-3125

### **Post Headquarters**

Post Commander.....	493-3128
Building & Grounds Supervisor.....	493-3146
Senior Operations Sergeant.....	493-3121
SMR OPS.....	439-3148

### **Emergency Numbers**

Main Gate.....	491-5144
Fire, Police, Rescue.....	911
State Police.....	424-6800
Crisis Help Line.....	622-1126
VA Beach General Hospital.....	395-8000
Portsmouth Naval Hospital.....	953-5000

### **Mailing Address**

203 Red Horse Drive  
ATTN: Billeting, Bldg 13  
Virginia Beach, Virginia 23451

### **Hours of Operations**

Monday- Friday      7am-4:30pm  
Saturday- Sunday    7am-4:30pm

Unless otherwise posted or if CQ is available for after hours pick-up.

## **Camp Pendleton RESERVATIONS for Cottage and Trailers**

**Peak Season** – June 17, 2017 through September 4, 2017

Mandatory 3 day rentals for Cottage and Trailers, but not for Official rooms and Apartments.

Memorial and Labor Day weekend fall under the Peak Season request and cancellations policies

**Winter Discount** – *Only applies to Cottages* December 3, 2016 to March 25, 2017

Nightly rentals are accepted

**\*\*As of 1 January 2017 Sheets are no longer provided unless they are requested in advance\*\***

### **Peak Requests:**

Due to the limited number of units and to ensure everyone has a fair chance to get the unit of their choice on the date of their choice, a Lottery System has been put in place for the start of peak season and will be conducted each year on 15 March. (NOTE: if 15 March falls on a weekend the lottery will be conducted on the first Monday following the weekend). After 15 March, the remaining units are booked on a first come first serve basis - call in and e-mail requests will be taken at that time.

No more than one (1) cottage can be rented by one ID card holder during the peak season with a maximum one (1) week limit. Applications must be filled out completely and signed. **By signing the application you are stating that you have read and agree to all terms and conditions of the rental program.**

**Lottery System Applications:** Applications for the lottery system will be accepted between 1Feb-14 March each year and should be mailed or dropped off at the Billeting Office in time to ensure it is received by 14 March (NOTE: Mail is not processed on Mondays or Weekends on Camp Pendleton so please plan accordingly). Lost, late, misdirected, or postage due applications are not the responsibility of Camp Pendleton Billeting Office and will not delay the 15 March lottery.

It is suggested that each lottery application include three (3) rental units and three (3) date choices. If all the units you have requested have already been filled when your number comes up, your application will be put aside, in the order it was drawn. After the lottery process is complete, someone from Camp Pendleton Lodging office will attempt to contact you to book you in whatever units are available. Once booked, a confirmation letter will be sent to the email address provided on the application.

### **15 March Peak Season Priority:**

1. VaARNG and VaANG Active members (1<sup>st</sup> pull for the lottery)
2. VaARNG and VaANG Retired members (2<sup>nd</sup> pull for the lottery)
3. Department of Military Affairs (DMA) Employees and other State Agencies i.e. VASP, DOC, etc. (3<sup>rd</sup> pull for the lottery)
4. All other branches of service – Active, Reserve, DOD, and or Retired (4<sup>th</sup> pull for the lottery)

**IN ORDER TO RECEIVE PRIORITY STATUS FOR THE LOTTERY DRAW, BRANCH OF SERVICE AND MILITARY STATUS INFORMATION MUST BE INCLUDED ON THE APPLICATION; ANY APPLICATIONS RECEIVED WITHOUT THIS INFORMATION WILL BE CONSIDERED A PRIORITY 4.**

**Payments:** In order to book a unit, you must supply the Camp Pendleton Billeting Office a valid credit card number and expiration date with your application. Payments are due upon arrival. Payments may be made with money order, cash, or credit card. We except Visa, Master Card, Discover and American Express, sorry no checks.

**Cancellations:** Cancellations must be made at least two weeks prior to arrival for peak season Cottage/Trailer rentals by contacting the Camp Pendleton Billeting Office. No refunds will be given for units not meeting renter's satisfaction or for inclement weather.

If a cancellation is not received, the renter will be charged for one days rent. Exceptions: cancellations due to sudden illness or injury, such as auto accidents, unscheduled surgeries and/or death in the family, do not fall under the two week requirement rule, although proof must be provided. Mandatory evacuations of the installation due to hurricanes, as determined by the Post Commander, also do not fall under the two week requirement rule.

Off peak cancellations must be made 24 hours in advance of reservation or the customer will be charged for 1 days rent.

**Pet Policy:** No pets of any kind are permitted on Camp Pendleton, or its surrounding training sites. Working and service dogs are permitted on the Post, but are not allowed in any buildings. The Billeting office must be advised if a service dog is being brought onto the Post so that Security is aware. If a pet is found or reported, the individual will be charged a \$100 pet cleaning fee and will be required to checkout of the unit without a refund.

## **Check-In / Check-Out**

**Check-in time begins at 1300 / Check-out time is 1000**

**Check-In:** You will check-in through the Billeting Office, building 13, located next to the Post Headquarters. A valid military ID is required at the time of check-in. The front desk clerk will request your ID card. After you have been checked into the Hotel System, you will be given a computer generated registration form. Please review the information provided on the form, ensuring it is correct. Once you sign the form acknowledging everything is correct and that you have read and understand the policies and regulation of the Post, you will be given a room key. A 24 hour cancellation is required for all Billets and a 2 week cancellation for the cottages and trailers during peak season. If the billeting office does not receive a cancellation phone call 24 hours out, the credit card on file will be charged for that night stay.

**Quiet hours are observed starting at 2200 nightly. All buildings are non smoking facilities. No open flames in or within 50 feet of each unit, this includes all grills. If grills are found on decks, porches or too close to the buildings a fee will be charged to remove the grill and clean up whatever grease stains or burn marks.**

**Please make sure after you have checked into your unit that you inspect it and let the Camp Pendleton Billeting Office know if there are any problems right away.**

**Check-Out:** Check-out time is between 0700 hours and 1000 hours on the date of departure. Please have all your belongings and family members packed and completely vacate of the unit before checking out through the Billeting Office. Guest remaining after 1000 hours will be charged a late stay fee equal

to the daily rate of your rental. A Camp Pendleton staff member will inspect the unit to insure that the cleaning policies have been followed and there is no damage to the unit.

**Cleaning Policy for Cottages/Trailers:** Units must be cleaned prior to check out. General cleaning supplies are placed in each unit, if the supplies are not present, let the billeting office know prior to check-out so that we can restock the unit. Failure to clean the unit will result in a \$100 cleaning fee.

Cleaning consists of:

- Sweeping, mopping, and/or vacuuming all floors.
- All dishes must be washed, dried and put away.
- Clean all sinks, counters, tubs, mirrors, toilets, microwave, stove, and refrigerator
- Remove and dispose of all food from the refrigerator and/or cabinets.
- Sheets and pillowcases should be turned in to the Billeting office at check-out.
- Mattress pad and pillows should be left on the bed.
- Fold all bedspreads and blankets and leave at the end of the beds.
- Make sure the refrigerator temperature is put a the middle setting, not turned on the coldest setting.
- Do Not put grease or food down the drains in any unit
- Dispose of any wood or coals properly and remove grill

**Cleaning Policy for Apartments and Billets:** All apartment and billet room have housekeeping that will come in after checkout and clean the unit, but general cleaning is required before clearing, if the units are not cleared properly a cleaning fee will be charged to the customer, this fee will be determined on the condition of the unit.

- Units must be cleared of all trash, dishes washed, dried and put away
- Sheets and Towels are to be brought to the Billeting office when checking out
- Blankets, bedspread and pillow are to be folded and left at the foot of the bed
- Makes sure the temperature in the refrigerator is at the middle setting
- Make sure the temperature of the AC is turned up to 75 and Heat is set at 68
- Do not put grease or put food down the drains in any unit
- Dispose of any wood or coals properly and remove grill

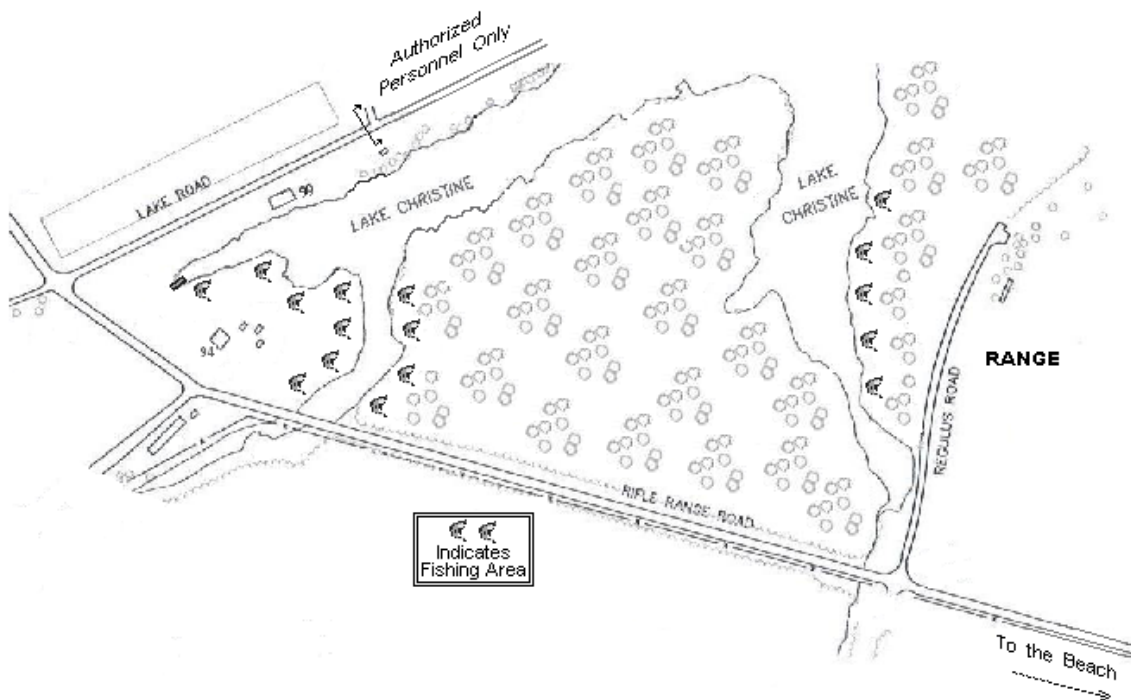
**Damage Fees:** All damage fees are based on the cost of repairing or replacing plus labor. None of Camp Pendleton's linens are to be taken outside, to the beach or any picnic areas. If sand, grass or any sign of outside use is noted, the customer will be charged a cleaning fee of \$35 per item. Lost key cost is \$25 per key.

**Fishing Policy:**

Personnel wishing to fish on Camp Pendleton are required to have a valid Virginia Department of Game and Inland Fisheries License for Fresh and/or Salt Water fishing and a Camp Pendleton fishing card. The Camp Pendleton fishing card can be obtained from the Camp Pendleton Billeting Office located in building 13 on Headquarters Road.

All installation fishing signs and fishing boundaries must be obeyed. Violators may have their fishing cards revoked and/or be required to leave the installation. Anyone found fishing without permission may be required to leave the installation. If individual is asked to leave the installation and is staying in a cottage or trailer no refunds will be issued.

Small boats less than 17 feet are authorized, electric motors are authorized, gas motors and jet ski's are not authorized in Lake Christine. Swimming is not allowed in Lake Christine. Fishing is permitted both in the lake and on the beachfront. A State license is required to fish. To fish in the lake the license must be presented to SMR personnel and a Post Permit is issued. All Virginia Fish and Game regulations apply. Lake fishing is permitted on the SOUTH bank of the lake from the boathouse pier to the EAST bank around building T-94, and the lake shore behind the range. No fishing is allowed along Lake Road (with the exception of those who are utilizing cottage T-99). All personnel will observe and comply with signs noting Restricted Areas.



### **Additional Information:**

NO SMOKING There is *no smoking* in any building on Post in accordance with DOD Regulations.

No littering to include cigarette butts. Police your areas and strive to leave them cleaner than you found them.

Do not move Camp Pendleton properties from their assigned buildings or rooms. Property and equipment is assigned to rooms by serial number and is not to be switched. Do not rearrange furniture within a room or building.

There are open training fields, wooded areas, a fresh water lake and a private ocean beachfront. There will be occasions where certain areas of the Post will be closed for training. Camp Pendleton visitors

must accommodate any such training accordingly there will be times when occupants will have to use the public beachfront.

### Beach Usage

Swimmers do so at their own risk as there are no lifeguards on duty on the Camp Pendleton beach. An adult must supervise children at all times please see “Unattended Child/Youth Supervision Curfew Policy”.

Effective 15 July 2014, Surfing is authorized on Camp Pendleton Beach from 0530-0800hrs except during pre-coordinated training and live fire events. Please see Camp Pendleton Surfing Policy for more details.

Keep off the dunes. Sea oats and endangered species are planted on them. Offenders are subject to Federal fines.

All vehicles are prohibited from driving on the beach or dunes area, except Camp Pendleton patrol vehicles that are clearly marked. All other vehicles must remain in the beach parking lot.

Food and beverages, **except glass containers**, are allowed on the beach. It is mandatory that the beach area be kept clean. Trash receptacles are provided for that purpose.

The apartments and the house located on Camp Pendleton may be rented by the day at anytime throughout the year. Reservations in these VIP quarters for unofficial use are **not** locked in; official use will be given preference over unofficial use. During periods of annual training or of temporary duty orders, units may request that the apartments be scheduled only for the use of senior command personnel present on post.

All single soldier buildings are **Male Only or Female Only. We Do Not have co-ed buildings.**

	FACILITIES	SLEEPS	RATES		
<i>RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE</i>			Official	Unofficial	NG E4 & below official
Q- Buildings	Single or full size bed, mini frig, flat panel TV, clock radio, satellite, no private bath	1	\$16.00	\$20.00	N/A
403-B	1 bedroom w/ double bed and clock radio, 1 full bathroom, sleep sofa, full kitchen, TV, satellite, outside deck	2	\$48.00	\$60.00	\$41.00
403-C	1 bedroom w/ double bed and clock radio, 1 full bathroom, sleep sofa, full kitchen, TV, satellite, outside deck	2	\$48.00	\$60.00	\$41.00
403-D	1 bedroom w/ double bed and clock radio, 1 full bathroom, sleep sofa, full kitchen, TV, satellite, outside deck	2	\$48.00	\$60.00	\$41.00
403-A	Large 1 bedroom w/ queen bed, clock radio, sleep sofa, 1 full bathroom, full kitchen, TV, satellite, outside deck	2	\$64.00	\$80.00	\$54.00
412-Apt A	2 bedrooms, one w/ queen bed, one w/ 2 twins, clock radio, 1 full bathroom, full kitchen, TV, satellite, handicap ramp	4	\$64.00	\$80.00	\$54.00
414-Apt A	<i>2 bedrooms, one w/ queen, one w/ double, clock radio, 2 full bathrooms, full kitchen, TV, satellite (optional 3<sup>rd</sup> bedroom w/ double bed available)</i>	4	\$64.00	\$80.00	\$54.00
416-Apt A	<i>2 bedrooms, one w/ double bed, one w/ 2 twins, clock radio, 2 full bathrooms, full kitchen, TV, satellite</i>	4	\$64.00	\$80.00	\$54.00
260-B	Large 1 bedroom w/ 2 queen beds and clock radio, 1 full bath upstairs, half-bath downstairs, queen size sleep sofa, full kitchen, TV/VCR, satellite, washer and dryer	4	\$64.00	\$80.00	\$54.00
260-C	4 bedroom house w/ 5 double beds, clock radios and small TV in all bedrooms, 2 full bathrooms, full kitchen, big screen TV, satellite, large sun porch,	10	\$128.00	\$160.00	\$109.00

**RECREATIONAL UNITS 2016-2017**

**COTTAGE AND TRAILERS    PHONE: (757) 493-3125**

<b>Building #</b>	<b>Capacity</b>	<b># of Bedrooms</b>	<b>Beds/Style</b>	<b># of Baths</b>	<b>Price per Night</b>	<b>E4 &amp; below Per night</b>	<b>Winter discount Per night</b>
T-94 Cottage	10	3	3Q, 2T	2	<b>Under construction</b>		
T-94B Cottage	2	1	1D	1	\$64.00	\$53.00	\$51.00
T-83 Cottage	4	2	1D, 2T	1	\$108.00	\$90.00	\$86.00
T-88 Cottage	10	5	3D, 1Q, 2T	2	\$210.00	\$174.00	closed
T-100 Cottage	4	2	1Q, 2T (Bunk Beds)	1	\$108.00	\$90.00	\$86.00
T-101 Trailer	6	3	3D	1	\$115.00	\$95.00	closed
T-102 Trailer	6	3	3D	1	\$115.00	\$95.00	closed
T-84 Cottage	6	3	1Q, 1D, 2T	2	\$130.00	\$108.00	\$104.00
T-85 Cottage	6	3	2Q, 2T	2	\$130.00	\$108.00	\$104.00
T-86 Cottage	6	3	1Q, 1D, 2T (Bunk Beds)	2	\$130.00	\$108.00	\$104.00
T-87 Cottage	6	3	1Q, 1D, 2T (Bunk Beds)	2	\$130.00	\$108.00	\$104.00
T-99 Cottage	6	3	1Q, 1D, 2T	2	\$145.00	\$120.00	\$116.00
T-110B Trailer	4	2	1Q, 2T	1	\$94.00	\$78.00	closed

**All units have air conditioning, color TV w/ Dish Network satellite systems, wireless internet and cooking/eating utensils. \*\*Bed linens are provided upon request. Towels are NOT provided. \*\***

Q = Queen    D = Double    T = Twin

Winter discounts starting December 4, 2016 to March 25, 2017

To view pictures of the Recreational Units, log on to: <http://vko.va.ngb.army.mil/VirginiaGuard/smr/index.html>

**\*\*E4 & below rate is for VANG still in uniform\*\***

**Contact information:**

[jessica.m.jaunet.nfg@mail.mil](mailto:jessica.m.jaunet.nfg@mail.mil) (reservations)  
[jeannette.l.schreiber.nfg@mail.mil](mailto:jeannette.l.schreiber.nfg@mail.mil)



# Registration Form – Cottages & Trailers

APPLICATION MUST BE FILLED OUT COMPLETELY. PLEASE PRINT CLEARLY.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Branch of Service \_\_\_\_\_ Rank \_\_\_\_\_ Unit \_\_\_\_\_

Military Status  Active  Retired  Reserves  Other

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #'s

Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail Address \_\_\_\_\_ Gender: M  F

Credit Card Details

Number \_\_\_\_\_ Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ Auth # \_\_\_\_\_

## DATES AND UNITS REQUESTED FOR RESERVATION BY PRIORITY

(Please indicate dates and facility number for each choice)

1<sup>ST</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

2<sup>ND</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

3<sup>RD</sup> CHOICE:

Unit : \_\_\_\_\_ Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

No. of Adults \_\_\_\_\_

No. Children \_\_\_\_\_

Type of Orders  
 ACT  OV/Official visitor  
 ATNG  TC/TDY civilian  
 ATRC  TM/TDY military  
 IDT  UV/Unofficial visitor

Market  
 Call in  
 E-mail  
 Online  
 Walk in

ID Type  
 Driver's License  
 Military ID  
 Passport  
 State ID

Comments: \_\_\_\_\_

Folio # \_\_\_\_\_

Reservation taken by \_\_\_\_\_ Date \_\_\_\_\_

By signing this form, I acknowledge that I have read, understand, and agree to abide by the policies and procedures established for reservations on Camp Pendleton and rental of any facility. I further acknowledge that failure to comply with these policies and procedures may result in my eviction from post, forfeiture of all monies collected or owed, and disciplinary action through my chain of command.

Signature \_\_\_\_\_ Date \_\_\_\_\_