

ELIGIBLE PATRON GUIDELINES FOR GUEST QUARTERS

MAIL: USCG Training Center Cape May
ATTN: MWR Office
1 Munro Avenue
Cape May, NJ 08204

FAX: (609) 898-6884

EMAIL: D05-SMB-TRACENCM-MWR@USCG.MIL

GENERAL

- Smoking is prohibited inside any unit. To keep the rental charge to a minimum, maid service is not provided and occupants are responsible for cleaning the unit before check-out. To access the cleaning checklist click on: [Cleaning Checklist](#).
- If the unit is not acceptable upon check-out, the occupant is responsible for the costs incurred for a commercial cleaning service.
- Eligible patrons stationed here may sponsor family guests other than their dependants. Please note that sponsors are solely responsible for their guests though. The rental fee for both eligible users not on orders and sponsored guests is \$70 per night during non- peak season (September 16 – May 14, and \$80.00 per night during peak season (May 15 – September 15).

RESERVATIONS – In order to reserve a unit you must complete the [Eligible Patron Application Form](#) . The completed form can then either be mailed, emailed or faxed as noted at the top of this page. Please note that a down payment equal to one night's stay is required when making a reservation.

PEAK SEASON (*May 15 - September 15*)

This period is our transfer season for military members. As such, priority is given to any military families with PCS orders to or from a Coast Guard unit within the Cape May area. If the situation arises, a transferring military family can bump an existing reservation with a lower priority. Therefore, all reservations must be confirmed with the MWR office 72 hours prior to the reservation date.

NON-PEAK SEASON (*September 16 - May 14*)

There is no priority system and there is no requirement to confirm your reservation.

CANCELLATIONS or MODIFICATIONS

You may modify or cancel your reservation by calling the MWR office at (609) 898-6922.

You may cancel any part of your reservation for no charge up until 72 hours before your stay begins. Please note that we will assess a fee equal to one night's stay if you must cancel any portion of your reservation after this deadline.

CHECK-IN/OUT

CHECK-IN – Normal check-in times are Monday through Friday between 1:00 PM and 3:30 PM at the MWR office located inside of the Gymnasium. If you must check-in outside of these times contact the MWR office to make alternate arrangements.

CHECK-OUT – Normal check-out times are Monday through Friday between 8:00 AM and 10:00 AM at the MWR office. If you must check-out outside of these times contact the MWR office to make alternate arrangements.