



# Department of Public Safety and Correctional Services

## Maryland Police and Correctional Training Commissions

6852 4<sup>th</sup> Street • Sykesville • Maryland 21784

(410) 875-3400 • FAX (410) 875-3975 • V/TTY (800) 735-2258 • [www.dpscs.maryland.gov/aboutdpscs/pct](http://www.dpscs.maryland.gov/aboutdpscs/pct)

# LODGING RESERVATION REQUEST

A limited number of dormitory-style rooms are available at the Public Safety Education and Training Center for personnel attending training sessions. Single and double room accommodations are assigned by Guest Services, as necessary. Each room has a private bath. Rooms are equipped with telephones for local calls, televisions, and alarm clocks. Wireless Internet access is available in residence halls, the cafeteria and library. A television, refrigerator and microwave oven are located in each residence hall lounge. Laundry facilities are available in each dormitory building, equipped with coin-operated washer & dryer, irons and ironing boards. **Rooms are available Sunday-Thursday nights. It is advisable to make reservations as far in advance as possible.**

The cost for dormitory lodging is \$25 per person, per night. Payment may be made via RSTARS, Visa, MasterCard, check or cash. Return completed forms to [mpctc.lodging@maryland.gov](mailto:mpctc.lodging@maryland.gov) or fax to (410) 875-3975.

**PERSONAL INFORMATION**      Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Training Session Title: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Total Number of Nights: \_\_\_\_\_  
                   Monday through Friday  
                   Sunday through Friday

### AGENCY INFORMATION

Agency Name: \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

Full Address: \_\_\_\_\_

### PAYMENT TYPE (SELECT ONE)

- RSTARS Transfer (MPCTC Code: Q00, PCA 27119, AOBJ 0701, TC430)
  - Send Invoice to Above Agency (for new accounts, provide Federal ID Number: \_\_\_\_\_)
  - Personal check or money order
  - Visa/MasterCard (last four digits if card on file \_\_\_\_\_)
- If card is not on file, submit the [Credit Card Form](#) to the contact information listed on the form.

### FOR MPCTC USE ONLY!

Received:	Check In:	Finance:
Confirmed:	Check Out:	Survey:
	Access Card #:	
	Date Returned:	