



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions
6852 4th STREET • SYKESVILLE, MARYLAND 21784 • www.pctc.state.md.us
(410) 875-3400 • FAX (410) 875-3582 • V/TTY (800) 735-2258 • E-MAIL: mailbox@mpctc.net

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 will be assigned by the Center, 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, VCR, refrigerator and microwave oven are located in each residence hall lounge. Laundry rooms have irons and ironing boards. A coin-operated washer and dryer are available in the main Center building.

Rooms are available Sunday-Thursday nights. It is advisable to make reservations as far in advance as possible.

For additional information, contact: Joanne Cunningham, Guest Services/Logistics: 410-875-3402 (joanne.cunningham@maryland.gov)

Payment Information

The cost per night is \$20 per person. Payment may be made by R*STARS transfer, cash, check, money order, Visa or MasterCard.

*NOTE: Effective July 1, 2018 the cost per night will be \$25 per person. Any reservations made from that day forward will be charged at the new rate.

Return the attached form to:

Joanne Cunningham, Guest Services/Logistics
MD Police and Correctional Training Commissions
6852 4th Street
Sykesville, MD 21784
Joanne.Cunningham@maryland.gov
Fax: 410-875-3975

Personal Information

Name _____ Male _____ Female _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____ E-mail _____

Training Session Title _____

Arrival Date _____ Check-Out Date _____ Total Number of Nights _____

Agency Information

Agency _____

Agency Contact _____

Address _____ City _____

State _____ Zip Code _____

Phone _____ Agency Fax _____ E-Mail _____

Access Card Number _____ Date Returned _____
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Office Use Only	
Res.	_____
Conf.	_____
Ck In	_____
Ck Out	_____
Finance	_____
Survey	_____

Payment Type (select one)

- R*STARS Transfer (PCTC Info: Agency Code: Q00, PCA 27119, AOBJ 0701, TC430)
- Send bill to above agency (For new accounts enter Federal ID Number here (_____))
- Personal check or money order
- Visa/MasterCard (Charge form available on MDLE.net. If credit card information is currently on file please complete the last four digits of the card number _____. If the card is not currently on file fax credit card form to the Finance Unit at 410-875-3533.

