



Department of Public Safety and Correctional Services

Maryland Police and Correctional Training Commissions

6852 4th Street • Sykesville • Maryland 21784

(410) 875-3400 • FAX (410) 875-3975 • V/TTY (800) 735-2258 • 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 mpctclodging.dpscs@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: |
| Reminded: | Access Card #: | |
| | Date Returned: | |