

STANDARD OPERATING PROCEDURE BILLETING RESERVATIONS

PURPOSE: To establish procedures for obtaining billeting at RAF Lakenheath..

PROCEDURES:

1. Group reservations can be made by submitting to Liberty Lodge: a list of participants, community, arrival and departure dates, and SS#.
2. Participants must confirm their arrival and departure dates individually with Liberty Lodge and provide a credit card number
3. Check-in time is between 1300hrs and midnight on the arranged arrival date, provided a credit card number has confirmed the reservation. If the participant failed to provide a credit card number then the check-in time is between 1300hrs and 1800hrs. If the participant has not arrived by 1800hours, the reservation will be canceled.
4. If the guest fails to check in prior to midnight on the arrival date, the credit card **may** be billed for one night's accommodation if Base Billeting is required to turn away other guests (without reservations), due to being fully booked.
5. If for some reason The Liberty Lodge is required to cancel a confirmed reservation (on base), they will automatically book that person(s) at a contract hotel in the area, provided they have a credit card number. Once this had been accomplished billeting would then call and notify the guest.
6. A credit card number is required to confirm the booking and hold the room. If the guest wishes to pay by check or cash upon arrival, they are free to do so.

Telephone numbers for RAF Lakenheath Billeting are as follows:

DSN	226-1844/6700
Commercial within England	01638-52-1844/6700
Commercial from CONUS	011-44-1638-52-1844/6700


Linda L. Curtis
Superintendent