



# Department of Public Safety and Correctional Services

## Police and Correctional Training Commissions

6852 4<sup>th</sup> 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 made by R\*STARS transfer, cash, check, money order, Visa or MasterCard.

Return the attached form to:

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

### Personal Information

Name \_\_\_\_\_

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 _____

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.