

First Timer's Brief

1. Reserved parking for VFQ guests are located on Dahlgren Ave outlined in red with a "V".
2. The designated smoking area is located on the south side of the Fire Station at the picnic tables.
3. VFQ staff are available to offer assistance with luggage to and from the Suites.
4. Latrobe Gate driving hours are from 0600-2300. O Street gate is available 24/7. Latrobe gate walking hours are 24/7 with proper identification. To gain driving access through Latrobe Gate please contact the General Manager to get on access list.
5. Front Desk hours are from 0530-2100 on weekdays and 0800-1400 on weekends/holidays. The Front Desk can be reached by dialing 202-433-2278 on your cell phone or 9-433-2278 with the in room phones. In case of an emergency, the Marine Sentry will also have recall information.
6. For any after-hour assistance, including room lockouts, please call the front desk which will be forwarded to our on duty CS.
7. VFQ Dining Facility is available for breakfast weekdays excluding holidays. Lunch/dinner meals can be requested in advance during the reservation process. If you have any further questions please contact the VFQ Staff for details.
8. Billing invoice will be emailed to the address on file within three working days of check-out. Invoice can be faxed upon request.
9. Check in time is 1500, check out is 1100. Please leave your room key(s) in the room upon check-out and inform the Front Desk of your departure. **Failure to request an early check in or late check out could result in additional charges to the Guest.**
10. Daily Housekeeping services are only provided during weekdays, excluding holidays.
11. Any Suite amenities found broken upon check-out process by VFQ staff could result in an additional charge to the Guest.

SUITE AMMENITIES

Entrance / Living Room

1. Each unit is equipped with a silent duress system with buzzers located at the front door of each unit. When the buzzer is pressed it sends a signal to security who will promptly respond. This system is monitored 24/7 by the Fire Dept. and Police.
2. Each Suite is individually thermostatic controlled (heat & air). VFQ staff will assist with the operation of each unit and the locations of each control box in the Suite upon request.
3. Comcast Cable service with HBO as the premium channel is available on all TV's. The location of channel guide and TV instructions are located near each TV.
4. Please sign the VFQ guest log booklet located in your suite if not done already.

Laundry

1. Each Suite is equipped with a washer and dryer. Complementary soap and dryer sheets are provided. Additional detergents and dryer sheets are available for purchase.
2. Dry cleaning is available upon request, with same day delivery if given to the Front Desk by 0900 and it will be returned by 1730 with advance payment.
3. Each Suite is equipped with an ironing board and iron.

Kitchen

1. Each Suite has a gym key (BLDG #22/73) hanging on the refrigerator for after hour access.
2. All Guest are responsible for cleaning the kitchen and washing dishware used during their stay. If dishware is left unwashed, there will be an added charge for cleaning service.
3. Mini bar items are not complementary. Stella and Yuengling beers are available upon request. Mini bar and beers will be added to Guests bill.
4. Each Suite has a dishwasher.

5. Each Suite has a fully functional refrigerator. Located inside is the water dispenser and ice maker. P-5 guests can request ice from VFQ staff due to ADA style kitchen in suite.
6. Recycling bin is located in cabinet near sink.
7. Instruction on using and operating the Stove and Microwave will be provide by VFQ Staff if needed.

Office

1. Please dial “9”, and then your number for off base, each unit has directions for use of the telephone and its voicemail. Phone charges will appear on your invoice.
2. A multi-function printer/fax machine has been provided in each office for your private use. Additional printer supplies are available upon request.
3. Instruction will be provided for the use of the personal laptop computer, internet connection and NMCI access.

Bedrooms

1. Each Suite is equipped with motion sensor lights in rooms and closets.
2. A Safe is provided in each Suite with operation instructions. If a Guest needs assistance please contact the VFQ Staff
3. P-5 is an Americans with Disabilities Act (ADA) Suite and a detailed walkthrough will be conducted with a VFQ Staff member concerning the functions and operations of this Suite.
4. Please do not close transom windows in your suite. They will be damaged if closed.
5. Please do not attempt to open any exterior windows. They will be damaged if attempted to open.

The First Timers brief will only occur once, on the Guest’s initial visit. If there is a need for additional information, the VFQ Staff are available to assist at any time. The next visit to the VFQ, Guests can go directly to their designated Suite, which will be unlocked with keys in Suite prior to their arrival.