Upon arrival, please follow the instructions below to get in your room.

Key boxes (#1 to #6) are located inside the laundry/vending room, the farthest door to the left of the building. Once you enter the room, the key boxes are located on the wall to your right.

INSTRUCTIONS

Retrieving your Room Key
1. You will need to use your designated code on your assigned key box.
2. Press down the "Clear" button.
3. Enter your code.
4. Press down and hold the "Open" button.
5. Fully open the box and retrieve your room key.

Closing and Locking the Key Box
1. Press down the "Clear" button.
2. Enter your code.
3. Press down and hold the "Open" button.
4. Close compartment door.

Box Number: #
Key Box Code: # (# digits)

When checking out, please put the key back in the key box using the same instructions above and email "Check Out" and "Your Name" to thomas.hogge@dla.mil.

PAYMENT

Credit Card: MWR Richmond accepts only credit and debit cards (Visa and Mastercard) as valid forms of payment for MWR services. Cash and checks are not accepted. If you provided your credit card information on the Lodging Reservation Form, no further action is required.

To avoid additional charges and/or fees, assigned room keys must be returned to the assigned key box followed by a text message or phone call check out notification.