Department of Public Safety and Correctional Services

Police and Correctional Training Commissions
6852 4th 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 4th Street
Sykesville, MD 21784
Joanne.Cunningham@maryland.gov
Fax: 410-875-3975

Personal Information

Name_____ Male_____ Female_____

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.