



WELCOME TO ELLSWORTH AIR FORCE BASE PINE TREE INN

Dear Guests,

On behalf of the 28th Bomb Wing Commander, the 28th Mission Support Group Commander, the 28th Force Support Squadron Commander, and the entire staff of Pine Tree Inn, we would like to extend to you a very warm welcome to Ellsworth AFB! We are delighted to have the opportunity to serve you, as well as share the light and warmth of hospitality on which Air Force Inns was founded.

Ellsworth AFB boasts a colorful past, a fast-paced present, and a promising future. It is a fascinating base for every visitor.

Rapid City lies east of the Black Hills National Forest in western South Dakota. It's known as a gateway to Mt. Rushmore, the massive iconic sculpture of 4 U.S. presidents. You can also experience the "City of Presidents", a series of life-size statues that span several blocks downtown. North of Rapid Creek, which bisects downtown, the Journey Museum & Learning Center offers local history, as well as geology exhibits. You can even see real snakes on view at the Reptile Gardens!

Please allow me to introduce our facilities. We are pleased to offer complimentary coffee, hot chocolate, and tea. The business center is located across from the front desk and features CAC-capable keyboards along with print, copy, scan, and fax functions. The front desk offers a variety of items for sale. Please refer to the insert in the notebook in your room for a list and pricing of these items

On level two, we have a small laundry room free of charge. Detergent is available for purchase at the front desk at the Pine Tree Inn and also in the vending machine located in the laundry room.

On level three, we have a small conference room to accommodate your meeting needs. The ice machine is located on the floor as well, in the west stairwell.

As a courtesy to our guests, the Pine Tree Inn provides complimentary high-speed Internet access.

In the meantime, please feel free to contact the front desk, duty manager, or myself if there is anything we can do to make your stay more pleasurable.

We hope that you will have a memorable and productive stay with us.

Yours in Service,

JOHN ADKINS, NF-IV
Lodging Manger

General Information

The Air Force Inn's Promise: "Our goal is to provide you a clean, comfortable room to guarantee a good night's rest and pleasant stay. If any part of your stay with us is not satisfactory, please provide the Lodging Manager or front desk staff an opportunity to "make it right."

Guest Services Desk

The front desk is located in Bldg. 1103, which is open to our guest 24 hours a day, seven days a week. If there is anything we can do to make your stay more pleasurable, please contact 605-385-2844 ext.: 0. Reservations will be made on a first come, first served basis, regardless of rank.

Check-In and Check-Out Procedures

Check-In Procedures: If you are traveling through our area or making it your final destination, our front desk is more than happy to assist with your stay. Check-In time is at 1400. Please provide a valid credit card and military ID upon check-in. All guest will pay for their full stay unless you are staying with us for 30 days or more, in which, you will be charged in 15 day increments. We accept Visa, MasterCard, or personal checks/cash for the amount of payment.

Check-Out Procedures: Check out time for all quarters is 1100 the day of check out. If you have any special circumstances, and would like to request a late check-out, please contact the guest services representative at the front desk by dialing 0 from you room. Our team will do the best we can to accommodate your request if possible. Upon departure, please return your key, pay for any incidentals you may have, and procure your receipt.

Lodging Rates

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| Visiting Officer Quarters/Visiting Quarters (VQs) | \$70.00 |
| Temporary Lodging Facilities (TLFs) | \$77.00 |
| Distinguished VQs | \$79.00 |
| Large Distinguished VQs | \$83.00 |

**Additional \$10.00 fee per night for pet friendly temporary lodging facilities*

Smoking Policy

All rooms have been designated non-smoking rooms. A minimum fee of \$150.00 will be applied if violated. This will cover the cost of cleaning fabrics, carpets, and removing odors within the room. Per base policy there are designated smoking areas at all properties. Please contact the front desk for further details.

Pet Policy

Pets are allowed in our TLF units at Aspen Inn. There will be a daily charge of \$10 per day for a pet fee. Pet owners must sign a pet agreement at check-in and must provide a current copy of shot records to keep on file. Housekeepers must enter the room daily to inspect for any damages. If pets are found in a room that is not one of our pet friendly rooms, there will be a cleaning fee applied with a minimum \$150 fee. Pet owners are required to pick up after their pets.

Lodging Information

Business Center/Fax Services

Fax machine, copier, and computer access is available 24/7 near the front desk with room key. Facsimiles services are available at Pine Tree Inn, free of charge for official business. Fax number is DSN: 675-2718 COMM: (605) 385-2718.

Conference Room

If you are traveling with a team and would like a private space for meetings, you can reserve the conference room anytime with our guest services representative at the front desk.

Lost and Found

All lost and found items will be turned in by housekeeping to our housekeeping manager or front desk. If you have left any items behind, we will make every effort to locate the missing items, contact your phone number on file, and return it to you. Any unclaimed items are logged and held for 30 days and anything of high value will be sent to security forces.

Complimentary Beverages

Complimentary coffee, hot tea, and hot chocolate are available to you 24 hours a day. Our complimentary beverage items are located at Pine Tree Inn in the lobby area.

Sundry Items

Sundry items are available for purchase at the front desk. Vending machines are only located in the TLF units at Aspen Inn.

Mail

Guest's mail and packages will be delivered to the front desk. Please ensure to check with the front desk staff if you are expecting any deliveries. Attempts will be made to notify guest of any mail delivered and you are more than welcome to pick it up at any time.

Laundry Facilities

The laundry machines are provided in each building. The laundry room is located on the second floor of Pine Tree Inn and near the main entrance of Aspen Inn (TLF units). All machines are free of charge and detergent vending machines are located either at the front desk or in the laundry room.

Ice Machines

The ice machine is located on the third floor, in the west stairwell at Pine Tree Inn and in the center of the building at Aspen Inn.

Internet Access

Free Wi-Fi is available in all lodging rooms; no password required.