



**ILLINOIS MILITARY ACADEMY (IMA)
FACILITY USE – STATEMENT OF UNDERSTANDING
Effective: 01 February 2026**

BEQ/BOQ/VIP ROOM CHECK-IN/CHECK-OUT POLICY

- Check-In is no earlier than (NET) 1500 hours. Check-Out is no later than (NLT) 0900 hours.
- Early check-in and late check-out are not allowed without IMA Management Team approval.
- Personnel checking out after 0900 hours are subject to an additional charge.

BAY ROOM CHECK-IN/CHECK-OUT POLICY

- Check-In is no earlier than (NET) 1500 hours. Check-Out is no later than (NLT) 0900 hours.
- Early check-in and late check-out are not allowed without IMA Management Team approval.
- Personnel checking out after 0900 hours are subject to charge of an additional night's stay.
- Personnel signed for Bay Rooms are responsible for applicable clearing procedures.

IMA ROOM EXPECTATIONS

- Guests must notify the reception desk immediately of any missing or damaged items. Any items reported missing or damaged during or after a guest's stay will be considered negligence, and the guest will be held financially responsible for replacement or repair.
- Moving or removing furniture is not allowed. Violators may face immediate dismissal or future restrictions.
- Guests occupying a BEQ (rooms with two single beds) are not permitted to manipulate, move, or occupy space designated for a second occupant (bed, desk, closet, etc). Violators are subject to charge.

IMA ADDITIONAL FEE STRUCTURE

- Physical Keys lost due to negligence: \$30.00
- Paid Lodging Room late check-out - Before 1200: \$20.00 | After 1200: Equal to 1 night at current rate.
- No-Shows / Late Cancellations (after 1200 on the first day of the reservation): Equal to 1 night at current rate.
- Non-Official Guest Bay Room late check-out: \$15.00. (Applies to guests in a paying status)
- BEQ disturbance of a second occupancy opportunity: Equal to an additional night's stay.

IMA DRUG & ALCOHOL POLICY

- Possession or use of drugs and/or alcohol is not permitted. Violators are subject to dismissal and/or restriction per IMA SOP. If found, violations will be confiscated and properly disposed of.
- Camp Lincoln Security personnel at Camp Lincoln or IMA Management Staff reserve the right to deny entry to individuals exhibiting signs of alcohol impairment and may involve law enforcement in serious situations.
- Any violations of this policy will be communicated to the IMA Management Team. Incidents will be reported per IMA SOP to the Commander of the Illinois Army National Guard.
- IMA SMOKING/TOBACCO POLICY
- Use of any form of tobacco, including smoking, vaping, e-cigarettes, or chewing tobacco, etc. is strictly forbidden in all National Guard facilities.
- The IMA designated smoking area is located in the outdoor break area adjacent to the DFAC.

IMA PARKING

- Overnight parking is authorized in the IMA parking areas for the registered guest.
- The IMA is not responsible for accidents or theft in the parking area.
- Parked vehicles may be requested to move as needed in support of IMA Operations.
- Accidents or incidents with vehicles or pedestrians in these areas will be reported to IMA staff.



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IMA FRATERNIZATION POLICY

- The IMA enforces a zero-tolerance policy regarding any form of fraternization on its premises.
This applies to all IMA/RTI employees, including both state and federal civilian personnel, guests or visitors of the IMA.
Any violations will be reported to the IMA Management Team and the appropriate individuals within the chain of command or organizational leadership.

LODGING FACILITY USE POLICY

- Guests of the IMA are subject to the regulations and SOPs applicable to all of Camp Lincoln, IL. IAW DOD policies, users consent to the search of their vehicles and any assigned rooms and the contents of those rooms as required by security or IMA Staff.
No person shall leave their rooms without appropriate clothing which covers their upper and lower body and some type of footwear.
Offensive language will not be tolerated and volume of talking and audio devices shall not disturb others. Violators are subject to immediate dismissal from the facility.
Guests are expected to clean up after themselves particularly in common areas such as lounges and laundry rooms. Users who do not demonstrate due care and responsibility with the building and its furnishings are subject to dismissal and/or restriction from the facility.
“Do Not Disturb” does not apply to IMA Lodging unless a guest presents with an illness and the IMA Staff is notified. Guests should expect housekeeping during the hours of 0900-1600. Housekeeping will only be rendered in areas free of personal items.
All personnel using the lodging at the IMA will remain housed in their assigned rooms. If a room change is necessary guests will coordinate with the Reception Desk personnel.
For security purposes, no members of the opposite sex are allowed in the lodging rooms or bays. Lodging of spouses in the same room is not an exception to this policy. IMA staff can attempt to lodge spouses in adjoining rooms dependent on availability, but will still require two lodging reservations.
ALL lodging customers are required to pay for their rooms at check-in.
Credit Cards are the only accepted form of payment.

AGREEMENT

My reservation indicates I have read and understood these basic Facility Rules and Policies. If I have any additional questions regarding a particular issue I will ask for guidance from the IMA Facility Staff.

Rank Name (Last, First M.) Date Signature