



ACCOMMODATION REQUEST FORM

ALMIRANTE GONZÁLEZ-HUIX LODGE

Please fill in the following form to book your accommodation at the C-IED COE lodge
“ALMIRANTE GONZÁLEZ-HUIX”. Then, send it to
residenciacoecied@mde.es billeting@ciedcoe.org

Please take into consideration that requests will only be admitted two months prior to your
arrival date.

Personal information						
Name, First name						
Rank and allowance (Mark the corresponding cell)	OFFICER		CIVILIAN			
	OR7-OR9		Travel allowance	YES		
	OR2-OR6			NO		
Billing address						
ID number						
Current military unit or organization						
REASON FOR REQUEST (Course enrolment, on assignment at the ACING, etc...)						
Personal address (If different from billing address)						
Phone number				E-mail:		
ROOM TYPE (single room will be assigned by default)						
DOUBLE (for single use)		SINGLE		DOUBLE (to share)		

Schedule					
Arrival	Month/day/year		Departure	Month/day/year	
	Estimated hour			Estimated hour	

- You will not be assisted upon arrival so, in order to have access to your room, you will receive an e-mail with the instructions to follow and a password to get your key. Please read these instructions carefully and don't forget your password.

If two days prior to your arrival you haven't received this instructions e-mail, please contact the lodge administration at residenciacoecied@mde.es billeting@ciedcoe.org



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ACCOMMODATION FEES

Type of room and Rank	Fee (per room, per night)
Double room to share Officer	20.06 €
Double room to share Sub-officer	16.05 €
Double room to share Troop	12.04 €
Double room for single use Officer	16.05 €
Double room for single use Sub-officer	12.85 €
Double room for single use Troop	9.63 €
Single room Officer	14.05 €
Single room Sub-officer	11.24 €
Single room Troop	8.43 €

LODGE RULES AND REGULATIONS FOR GUESTS

- The use of psychotropic, inflammable and explosive substances is forbidden. Same applies to the use and abuse of alcohol.
- The fundamental rules of coexistence should be respected in order to avoid disturbing the other guests. Good personal hygiene and dressing habits are expected.
- Refrain from engaging in any activity that could compromise the security of the lodge, its staff and the rest of the guests.
- Entrance and exit through non-authorized areas or emergency exits are forbidden.
- Animals are not allowed.
- The use of small electrical appliances (such as microwaves, coffee machines, heaters, etc.) is not allowed in the rooms. Same applies to the use or storage of gas bottles.
- Food and drinks can only be kept in the rooms if they are hermetically sealed. Not following this rule could potentially lead to fire hazard, bad odours, damage to the facilities and presence of insects and rodents.
- All food stored in the common fridges should be removed before departure.



- Inappropriate noises that could bother other guests should be avoided, specially between 10 pm and 7 am. These include loud voices, high noises, thumps, high TV or radio volume and furniture shifting.
- External guests are not allowed in the lodge if they have not been previously authorized by the C-IED COE Director.
- Smoking is not permitted inside the building. It is only allowed in the gardens, access door and terraces. Ashtrays have been placed in the access door and the back garden for this purpose.
- Changing, adding or removing furniture or accessories from the rooms is not allowed and neither is making holes on the walls.
- Making copies of the keys is forbidden.
- You are kindly requested not to leave the lodge's premises with the keys. Before your departure, please place the keys in the electronic key storage. Losing the key carries a €250 fine.

Failure to comply with the regulation above could lead to the immediate expulsion from the lodge

PERSONAL DATA PROTECTION

In an effort to comply in full with the Regulation (EU) 2016/679 adopted by the European Parliament and Council, on 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and following instructions and recommendations by the Spanish Data Protection Agency (A.E.P.D.), we inform all guests that:

- All personal details requested and provided by you will be included in a private file whose sole recipients and owners are the C-IED COE and the Defence Staff.
- To provide the agreed services properly, only the strictly necessary details will be required.
- All the personal information will be strictly confidential and will be stored under the legally established security measures. Under no circumstances will it be transferred to third parties, natural or legal. If such transfer was essential for the provision of the aforementioned services, the guest will be previously asked for his/her consent.
- These personal details will be filed and stored for a period of five years after the guest's departure.
- Your personal information will be included in a file called Guests Record, in order to manage the accommodation service, invoices issuance, contact, etc.

SUBMITTING THIS FORM, YOU CONFIRM YOUR CONSENT AND YOU CONFIRM YOU HAVE BEEN INFORMED about the possibility to access, rectify, cancel and oppose to the use of your data. If you wish to do so, please send an e-mail to: residenciacoecied@mde.es billeting@ciedcoe.org



WI-FI CONNECTION

Please read the following instructions carefully:

- In the e-mail you will receive from the Administration staff regarding your room assignment, you will get a password to connect to the lodge's Wi-Fi network.
- While connecting to our Wi-Fi, if you access illegal websites, if you commit any crime or administrative offence, if you violate security regulations of the C-IED COE lodge or Spain's national security, the CIS team (Communications and Information Systems) will track your connections and hand the information over to the administrative and judicial authorities that may require them, in order to carry out the relevant investigations.
- The information about your Wi-Fi usage will be stored for 5 years. After this period, it will be discarded.
- The NATO C-IED CoE Director is responsible for the data processing.
- The rights of verification, access, rectification, transference, processing limitation and deletion of personal data may be exercised before the person responsible for its processing at director@ciedcoe.org.

The foregoing is established respecting the European Union Regulation on the processing of personal data and on the free movement of such data (Regulation EU 2016/679) and the Spanish Organic Law 2018/3 on the protection of personal data and the compliance with digital rights.



C-IED COE Contact information:

Email: residenciacoecied@mde.es; billeting@ciedcoe.org

Teléfonos +34 91 856 1031

Int. 8195091

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