



Flexible, Cost-Effective, Furnished Apartments

Housing Solutions Experts

Check-in and Check-out Procedures for Commerce Department Guests at the Parc Rosslyn

Welcome Commerce Department Guest(s),

We are looking forward to your upcoming stay with **BOQ Lodging**. Our approved community is called **Parc Rosslyn**. We are located in **Rosslyn: 1531 North Pierce Street, Arlington, VA**. Convenient to dining, nightlife, and shopping, our community features a variety of modern amenities to include rooftop pool, business center and great views of DC. Below are some important details regarding your stay with **BOQ Lodging**.

Community: Parc Rosslyn

Address: 1531 N. Pierce St, Arlington, VA 22209

BOQ Contact Information:

- **Toll-Free Phone #:** 866-267-1883
- **Emergency After Hours Phone #:** 866-267-1883
- **Email:** docservice@boqlodging.com

Check-In:

- **Check-in time:** 4:00 pm. Your reservation will be guaranteed up until 11:00 am the following day.
- **Key Pick-up Info:** Your keys will be available to pick-up at the front concierge desk at Parc Rosslyn (1531 N. Pierce Street, Arlington, VA 22209).
 - Please notify the front desk representative that you are checking in with BOQ Lodging. Please tell the concierge your name and that you are checking in for the State Department lodging program.
 - **Front Desk Hours:** 9:00 am to 2:00 am. For afterhours check-in, please call 866-267-1883 to make alternate arrangements.

Check-out:

- **Check-out time:** 11:00 am
- At check-out, please return all issued key(s), building/garage access fob(s), and parking hang tag(s) in the provided envelope and return to the front desk. *Any missing items will be assessed a replacement fee.*

Early Check-ins / Late Check-outs: Please contact BOQ Lodging by 5:00 pm the day prior to your arrival to request an early check-in or a late check-out. *See BOQ Lodging contact information listed above.*

Parking: Please adhere to all parking regulations of **Parc Rosslyn**. You may park on P1 and P2 levels in any unreserved space. If P1 and P2 are full, please park in level P3 in approved unreserved parking spaces. If you require parking, please notify our office and we will provide one complimentary parking hang tag. When entering or leaving the Parc Rosslyn garage, **please swipe the provided fob at gate**. Vehicles in the Parc Rosslyn garage must be parked in authorized areas. Please display the provided parking hang tag on the rear view mirror of your vehicle at all times. Any vehicle found with improper hang tag on mirror will be subject to towing. **BOQ Lodging is not responsible for any towing fees.**

At check-out, please remember to return the building/garage access fob and parking hang tag in the provided check-out envelope. There is a \$100.00 replacement fee for missing fobs, and a \$100.00 replacement fee for missing parking hang tags.

Wireless Internet: Each apartment features a wireless internet connection. Log-in instructions will be displayed in each apartment.

For additional information, please refer to the information binder provided in your apartment. This should answer most questions on cable TV instructions, how to handle maintenance issues, amenities offered, and details about the local area.

We strive to ensure you have a great experience with BOQ Lodging. If you have any questions, please contact us at: 866-267-1883. You can also email us anytime at: docservice@boqlodging.com.



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For reservations go to www.boqlodging.com
or call us toll-free at 800-BOQ-1159

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