

FAA Center for Management and Executive Leadership Policies and Procedures

Check-In

You should check in to CMEL **no earlier than the day prior** for classes or training sessions that have a start time of 12:00 noon or earlier. For sessions that begin with an evening function, you should check in to CMEL **no earlier than the day** of the scheduled event.

Upon check-in, you are issued a **room key** that also provides access to the exterior doors of the facility. If needed, a **parking permit** is also issued, allowing you to park your vehicle in the facility's permit-only lots. Please be aware of the safety and security of yourself and others. Keep your room key secure and do not provide entrance to unauthorized individuals.

Check-Out

Check-out time is **12:00 noon the day of departure**. For special circumstances, please direct requests for extended stay to an FAA staff member at CMEL.

At the conclusion of your stay, return your room key, parking permit, and meal ticket (if it has not already been picked up in the cafeteria) to the receptionist at the Front Desk. If you have a VISITOR PASS or any additional CMEL equipment or computer cables, these must also be returned prior to your departure.

If you have been instructed by your office to pay for your own meals and lodging, please visit Student Services in Room C-103 prior to your departure from CMEL. The Student Services office is located across the hallway from the Horizons Café entrance and accepts payments Monday through Friday, from 7:30 a.m. to 4:00 p.m. *Note: the Front Desk is not equipped to receive payments—you must make your payment in the Student Services office.*

**If you should misplace or lose your key,
you may be assessed a fine upon your departure.**