

# TRAINING FACILITY REQUEST FORM

*Fort George G. Meade DPTMS Training Division*

SECTION I - REQUESTOR INFORMATION		
UNIT OR DIRECTORATE:	NAME:	GRADE:
TITLE:	PHONE:	EMAIL:
COMMANDER / DIRECTOR NAME:	COMMANDER / DIRECTOR PHONE:	COMMANDER / DIRECTOR EMAIL:

SECTION II - EVENT INFORMATION			
DATE OF REQUEST:	EVENT NAME:	# OF PERSONNEL ATTENDING:	
DATE EVENT START:	TIME EVENT START:	DATE EVENT END:	TIME EVENT END:
<b>VENUE REQUESTED</b> <i>(Check all that apply):</i>			
<input type="checkbox"/> McGill Ballroom (500 Max)	<input type="checkbox"/> Post Theater (540 Max)	<input type="checkbox"/> 10x10 Team Meade Canopy	
<input type="checkbox"/> McGill Classroom #2 (62 Max)	<input type="checkbox"/> Smallwood Hall (80 Max)	QTY: _____ (MAX 6)	
<input type="checkbox"/> McGill Classroom #3 (32 Max)	<input type="checkbox"/> Parade Field	<input type="checkbox"/> 10x20 Team Meade Canopy	
<input type="checkbox"/> McGill Computer Lab (14 Max)	<input type="checkbox"/> Constitution Park	QTY: _____ (MAX 4)	
<input type="checkbox"/> McGill Classroom #5 (20 Max)	<input type="checkbox"/> Smallwood Lot		
<input type="checkbox"/> McGill Classroom #6 (100 Max)	<input type="checkbox"/> EST-2000		
<input type="checkbox"/> Other <i>(Please Specify):</i> _____			

<b>BRIEF DESCRIPTION OF TRAINING EVENT:</b>
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<b>SPECIAL EQUIPMENT NEEDED:</b> <i>(McGill Requests Only)</i>		
<input type="checkbox"/> Wireless Microphone Set	<input type="checkbox"/> Easel (# Needed: _____)	<input type="checkbox"/> US and Service Flags
<input type="checkbox"/> HDMI Cable / SVGA Cable	<input type="checkbox"/> Reserved Parking Cones	<input type="checkbox"/> State and Territorial Flags
<input type="checkbox"/> Laser Pointer and Slide Remote	<input type="checkbox"/> Additional Podium	<input type="checkbox"/> General Officer Flags
<input type="checkbox"/> Other <i>(Please Specify):</i> _____		

SECTION III - AUTHENTICATION
<p>This request is no more than 6 months in advance. The Garrison Commander reserves the right to preempt any training in case of installation, region and national emergencies. Events for the Office of Military Commissions takes precedence over any other training event and events in McGill, the Post Theater, and Smallwood Hall are subject to cancellation to support OMC events. Unit Commanders or representative listed above will be contacted directly in these cases and to correct issues arising from use of these facilities. Unit Commanders are responsible for all reservations made under their Command.</p>

<i>By signing below, you acknowledge the above statement and agree to the facility rules as outlined in the Training Division MOI.</i>	
REQUESTOR NAME:	REQUESTOR SIGNATURE:

SECTION IV - APPROVAL <i>(DPTMS STAFF ONLY)</i>	
<b>APPROVAL:</b> <input type="checkbox"/> Approved      Reservation # _____ <input type="checkbox"/> Disapproved	<b>APPROVING OFFICIAL SIGNATURE:</b>
<b>COMMENTS:</b>	