



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

1300
TSD
25 Nov 15

From: Training Officer, Marine Corps Air Station, Cherry Point
To: Training Coordinators

Subj: TRAINING & EDUCATION BUILDING 4335 (BLDG 4335) ROOM
RESERVATION PROCEDURES

Encl: (1) Room Reservation Form
(2) Reservation Priority Matrix

1. The Training & Education Building (Bldg 4335) has rooms available for education and training purposes for Marine Corps Air Station, Cherry Point, 2d Marine Aircraft Wing (2DMAW), Department of Defense (DOD) agencies, and tenant organizations. The facility has 24 rooms which can be reserved as well as a variety of audio visual equipment.

2. The following information is provided:

(a) The building is open from 0645-2000 Monday - Thursday and 0700-1700 on Friday-Sunday. Training Support Department Staff is available for assistance between the hours of 0700-1530 Monday - Friday. Outside of normal operating hours, the building duty is available for assistance.

(b) To request a room the requesting unit shall complete the Room Reservation Form (Enclosure 1). This form and the building schedule are available online via SharePoint: <https://cherrypoint1.mcieast.usmc.mil/CHPTTraining/Pages/default.aspx>. Completed reservation request forms may be faxed to 466-3287, emailed to chpt.t&ereservations@usmc.mil or dropped off in person to room 129. Please allow 72 hours. Once reserved, a confirmation email will be sent to all points of contact listed on the reservation form indicating the room number reserved and dates/times of the reservation.

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(c) The requestor of the room:

(1) Must be at least a Staff Noncommissioned Officer or GS07;

(2) Will be responsible for care of the room. Charged with signing out the key and all equipment the day(s) of the room reservation, and will ensure the classroom is cleaned at the end of the day. All classrooms shall be returned to their original configurations after training is completed. Key checkout is located in room 130;

(3) The requestor will be responsible for any damaged equipment.

(4) Only USMC CAC enabled government provided (MCEN) computers are permitted in a data ports, the unit will be responsible for any reconnection fees.

(d) Room cancelations must be received in writing via email.

(e) Reservations are on made on a first come first served basis and prioritized according to Enclosure 2. For units not aboard Cherry Point, or any individual that requires a sponsor to gain base access, the sponsor must serve as the responsible party for the reservation and the room/key checkout.

(f) TSD staff is not responsible for any items left in the classrooms overnight.

(g) Immunizations/vaccinations, blood and urine collections, and any animals other than working animals are not permitted in the building at any time.

(h) Outside food and catering is not permitted without prior approval from the Training Officer. Requests for outside food shall be submitted at least one week prior to training. This does not pertain to normal lunches brought by students and staff for utilization in office areas or the break room.

3. Rooms within the Training and Education Building shall not be used for parties or social purposes. Requests for access

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outside normal hours of operation shall be submitted in writing to and approved at the discretion of the Training Officer.

4. Point of contact in this matter is Breeanna Zamora at (252) 466-5311 or via email: Breeanna.zamora@usmc.mil.

Please note: Computers are not available through the Training and Support Department for use and if needed are the responsibility of the requesting party.


B. L. ZAMORA

T&E Classroom Reservation Request

Return via (1) E-mail: **CHPT.T&ERESERVATIONS@USMC.MIL**
(2) Fax: **(252) 466-3287**
(3) Hardcopy: **Bldg. 4335, Room 129**

For further information call the
Training Support Department at:
(252) 466-2347

COMPUTERS & LAPTOPS NOT PROVIDED

Classrooms are equipped with the following:
Projection Screens or Smart Boards, Blu-Ray, DVD, and Audio.

* Indicates Required Fields

Start Date:* End Date:*

Times (Include set up and tear down time):*

Number of Students:* USMC MCEN Connectivity Required?

Title/Subject of Training:*

Point of Contact (Rank, Name, Unit):*

Phone Number:* E-mail:*

Alternate POC:* Phone #:* E-mail:*

Flip Chart Required? **In Building Only** Wireless Presenters Required? **In Building Only**

By signing this form, myself and my designee acknowledges and agrees to adhere to the following procedures. We have also read and understand the additional terms outlines in the T&E Room Reservation Procedures dated 25 November 2015.

SIGN OUT ROOM KEY(S) AND RETURN KEY(S) TO ROOM 129 OR THE T&E DUTY NCO.

NOT REMOVE ROOM KEYS, CABLES OR OTHER EQUIPMENT FROM THE BUILDING.

**ENSURE ROOM IS CLEANED AND RETURNED TO ORIGINAL STATE; OUTSIDE FOOD AND CATERING MUST BE APPROVED
BROOMS & MOPS & CLEANING SUPPLIES
ARE AVAILABLE IN ROOM 129 (ADMIN OFFICE).**

**TURN OFF LIGHTS & SMARTBOARDS.
TURN OFF PODIUMS THROUGH TOUCHPAD ON PODIUM.
DO NOT MOVE OR UNPLUG THE PODIUMS.**

UNATTENDED CHILDREN ARE NOT PERMITTED IN THE BUILDING.

FAILURE TO COMPLY WITH THE ABOVE REGULATIONS MAY RESULT IN MY DISMISSAL FROM THE T&E BUILDING, CANCELLATION OF MY RESERVATION AND ANY OTHER FUTURE RESERVATIONS.

Additional Comments or
Alternate Dates:

**Note: Attach a word document if
you require several dates:**

Signature:*

Priority	Organization(s)	Examples
1	Headquarters Marine Corps (HQMC)/ Training & Education Command (TECOM)	Training/Meeting Requests from HQMC, where HQMC has contracted or will be supplying training via a MCASCP sponsor.
2	Tenant Commands: Deployable	2 nd Marine Aircraft Wing
3	MCAS Cherry Point Units	Station, Headquarters and Headquarters Squadron, Marine Transport Squadron One (VMR-1)
4	Marine Corps Installations East (MCIEAST)	Training/Meeting Requests from MCIEAST, where MCIEAST has contracted or will be supplying training.
5	MCCS	Educational Programs, Colleges, Sexual Assault Training, Marine Corps Family Team Building, etc.
6	Tenant Commands: Non-Deployable	Combat Logistics Company 21 (CLC-21), Center for Naval Aviation Technical Training (CNATT), Fleet Readiness Center East (FRCE), and Naval Health Clinic (NHC)
7	Other USMC/Navy Units/DOD	Camp Lejeune Units, and other base/station units not specified above, other DOD entities
8	All US Departments	Department Homeland Security, Veteran's Administration, U.S. Forest Service, Department of the Interior, etc.

***Note Higher Headquarters' Events may take precedence over all other priority reservations. Priority conflicts that cannot be resolved by the Training Officer will be forwarded up the chain of command for resolution.