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:* _____