

# T&E Classroom Reservation Request

[chpt.t&ereservations@usmc.mil](mailto:chpt.t&ereservations@usmc.mil)

252-466-2347

## BUILDING HOURS

M-F: 0730-1530

WEEKENDS: Upon Approval

INTERNAL USE ONLY

Date of Request:

New  Revised

Cable Internet connection required? YES NO  
Personal Laptops are NOT permitted in government ports.  
There is limited Wi-Fi in the building.  
We do NOT provide instructor computers.

## ROOM REQUESTER/SPONSOR

(Must be at least a SNCO or GS-06):

Name:

Rank:

Unit:

Phone Number:

Email:

## INSTRUCTOR:

Name:

Rank:

Unit:

Phone Number:

E-mail:

## Room Request Information:

Title/Subject of TRNG:

Date(s) Requested:

Times:

Number of Students:

Additional Comments/Concerns:

The T&E Building currently has the following restrictions due to the COVID-19 pandemic.

- Per MCAS Cherry Point protocol, face coverings are required when unable to maintain social distancing. Face coverings are strongly encouraged throughout the facility.
- One entrance through the Lobby and one-way traffic flow throughout the building.
- Report to the Administration Office (Room 130) to check-in and check-out.
- The instructor and students are required to clean room with the sanitizing products provided.
- Each room has limited capacity due to social distancing requirements. Do not change the room configuration or add additional chairs.
- Rosters for contact tracing must be provided within 15 minutes of course starting. Box provided in Room 130.

### Normal Procedure:

- Items are not to be left in the room overnight.
- If you require a 24 hour reservation, indicate it in the comments section.
- Reservations outside normal building hours must be approved by the training officer two weeks in advance.
- Health procedures including needles, blood and urine collections are not permitted at any time in the building.

By signing this form, I understand and acknowledge that I will adhere to the room reservation building procedures outlined in the current T&E Reservation Procedures and those noted above. Failure to comply with regulations may result in my dismissal from the T&E building, cancellation of current and future reservations. Damages incurred by my designated instructor or to the classroom while under my charge are my responsibility and can be charged back to my unit.

Requester Signature:

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