Fort Jackson Army Education Center
Classroom Request Form

Thank you for reserving your meeting place with us. The Education Center hours are Monday through Friday 0730 until 1630. We are happy to accommodate your meeting needs. Please fill out the requested information below completely, sign and return it. If you need more than one classroom, a separate form must be completed for each one. Use ONLY the assigned classroom. In the event that a preferred room is not available, please call 803.751.5341 and someone will arrange for use of the next available classroom. Please do not alter this form by adding or deleting any part of it.

Request Reservation of Education Center Classroom Date:_____

Name of Contact Person:_____

Telephone Number: _____

Unit/Activity/Organization: _____

Name of Course/Subject: _____

Person responsible for use of building/classroom assigned: _____

Dates Requested: Start_____/_____ End _____/_____
Date Time Date Time

Please read the following policies set forth by the Education Center for use of its classroom facilities, and ensure that the responsible individual /party is in compliance:

- No eating or drinking in classroom
- Provide own training aids/supplies
- If furniture is rearranged, arrange furniture to original setup
- Clean classroom after use making sure room is clean of litter and chalkboard is clean
- Close and secure all windows, turn off lights, and close door
- Any damage to the equipment, hardware, software or furniture, or misuse of the classroom will be the responsibility of the requesting unit/activity/organization
- Inform participants that the designated smoking area is fifty (50 ft.) from any entrance of the building
- Please complete the inventory form and return to a staff member by the end of the day

I HAVE READ AND UNDERSTAND THE ABOVE MENTIONED REQUIREMENTS

_____ _____ _____
Requestor's Signature Unit/Organization Date

EDUCATION CENTER STAFF USE ONLY

Education Center Staff:

_____ _____ _____
Assigned Room# Key Sign Out/Signature-Date Key Return/Signature-Date

GARRISON FORM #22 1MARCH2014, S:DRIVE