



Reservation Request Form

Conference/Training Room/Area (CTRA)



Section I. Contact Information

Sponsor Name:		Office Phone:	
E-mail Address:		Cell Phone:	
Organization:		POC Phone:	
Name of Event POC:		POC Email:	

Section II. Event Information

Event/Meeting Name:		Date:	
Start Time:	End Time:	Number of Attendees:	
Is this a recurring event: Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Select Type of Recurrence: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other Select Recurring Day(s) of the Week: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	Number of Visitors:	
		Start Date:	
		End Date:	(6 Months Max)

Section III. Training Room/Area Information

Internet Access:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Preference (Select One)	<input type="checkbox"/> Room 103A <input type="checkbox"/> Training Area @ NSA II
Is the room/area required outside business hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Terms and Conditions

This is the official form for all Safety conference room and training area requests, no other forms will be accepted. Room reservation requests will be accepted via email as an attachment only – please send to NSA.BAHRAIN.SAFETY@me.navy.mil or call (DSN) 318-439-3527 or (CELL) +973-3940-0734. Reservations are required no less than **48 hours*** in advance (*every attempt will be made to accommodate your request; however, meeting space is **not guaranteed** for your selected date(s) and time). Recurring meetings will be reserved for a 6 month maximum period, please remember to resubmit your recurring request prior to the end of the 6 month period. Food and Beverages are not allowed in conference room. Each Event POC will be responsible for cleanup, damages, stains and any spills. All trash and materials must be removed at the end of your event and restore room back to its original condition.

General Guidelines

- No activity will be permitted which shall in any manner be potentially or directly destructive to Conference/Training Room/Area or potentially or directly disruptive to the function of the command/installation.
- Groups/organizations/persons using the training area is responsible for the actions of those persons attending their functions and must take full responsibility (which includes replacement, repair or payment for damage property, equipment or furniture) for loss or damage to any property, furnishings, and/or equipment.
- Use of CTRA must be confined to the activity for which the facilities are requested. The property must be properly cared for and returned to a neat and orderly condition following use.
- Users of CTRA are prohibited from making any new markings.
- Users of CTRA shall not remove or render existing markings unusable or blemished. If the use causes such damages then the user or agency/entity shall return the condition of the marking to its original condition.
- Training sessions, workshop etc. must maintain a noise level that does not interfere with the normal functioning of the installation.
- Users should not be left unattended in the training area. Facilitator/trainer/teacher must always be present to supervise users.
- Smoking or alcoholic beverages are not allowed in the CTRA.
- Open flames (candles, matches, etc.) are not permitted at the CTRA.
- The SOH Department is not responsible for equipment, supplies, or any other materials owned by the organizations and used in the training area. All items brought into the training must be removed immediately after the training sessions.
- The SOH Department is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of users.
- Misuse of SOH Department's property will result in immediate suspension of privileges and use of the training area.
- No storage facilities are available for users.

Section IV. Terms and Conditions Agreement

Your Signature indicates you agree to cancel or change your reservation within 48 hours of the scheduled event and you have read and agree to the terms and conditions above including any damages.	_____ Signature or Typed Name (Electronic Signature is preferred but not required)	_____ Date
---	--	---------------

DO NOT WRITE IN THIS BOX: FOR OFFICIAL USE ONLY

Type of Request:	<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	Assigned Room Number:	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Comments:	ID#:	
Signature of Scheduler		Date Confirmation sent to Event POC :	