



Wildland Fire Training Center Phone: 916-640-1112
3237 Peacekeeper Way Fax: 916-640-1191
McClellan, CA 95652 Email: SM.FS.wftc@usda.gov
Classroom/Meeting Reservation Form: Please fill out form entirely to book a room.



Double-click fields to edit responses Email completed form to: SM.FS.wftc@usda.gov

Meeting Title: Session Dates: -

Primary Contact Information Name: Agency:

Cell: Email:

Secondary Contact Information Name:

Cell: Email: Agency:

Complete one form per each room booked and include the following information on set-up:

Number of attendees: _____ Start time on 1st day: _____ End time on last day: _____

Do you need a cadre table at the back of the classroom? Yes No How many cadre members? _____

Do you plan on serving refreshments? Yes No

Specialty Room Required:

**Computer Lab - Yes No

****If you need specific software loaded onto our computer lab computers, please let us know two weeks in advance.****

Technology Requests (2 Weeks notice required per request):

Check the following boxes to let us know if you will need any of the following items to be provided:

Laptop at the podium? Yes No *-LincPass Required for FS laptop usage- Non-FS lead/speaker will be given temporary managed account.*

Lapel mic? Yes No Presentation remote? Yes No

Is non-FS internet connections needed for cadre/group? Yes No

Audio conference call (more than 1 site)? Yes No Do you have your own conference number? Yes No

Video Teleconference Equipment? Yes No If so, on what date(s)? -

Additional Requests: _____

****You will be informed within 2 weeks of the session date if your technology requests cannot be fulfilled**

Do you need after hour/weekend access? Yes No If so, what dates and times? -

Add'l access request comments:

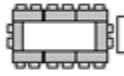
General Room Information: Our large and medium sized classrooms come standard with the following equipment: 2 flipcharts per room; power point projector and wall screen; DVD player (large rooms only); Built in Audio-Conferencing Equipment wherein you can contact one other party at a time via a telephone system; podium mic; and a large hand-held mic. Room keys are available by calling (916)-640-1112.

How would you like your table and chairs configured If you indicate a configuration that is not possible for the room you have been assigned, we will do our best to accommodate your wishes but may need to improvise if your wishes are not possible. For all set-ups, we are assuming you want both tables and chairs unless you indicate otherwise or your occupancy levels prohibit the use of tables.)

Check your preferred set up:



Conference



Classroom



Chevron



Pods



No set up Required:

We do reserve the right to exchange your meeting room for another suitable room if the need arises.

Payment Information

Please note: We cannot book your room until this portion of the form has been completed and signed by the person booking the reservation (and is thus able to expend funds). Please be sure to indicate the method of payment you would like to use.

I agree to pay with (check the appropriate box):

FS Job Code and Over-ride: Job code = _____ Over-ride = _____

Plan to pay with a check upon arrival. Check must be made out to USDA Forest Service. (Contact our training technician for payment at 916-640-1112.)

See my current, attached grants and agreement form.

I am with another agency and do not have agreement in place. Please refer me to your grants and agreements office so I can begin the process of getting an agreement. Classroom will not be booked until this process has been completed and we have a signed, approved contract. Note, it can take a minimum of 45 business days for us to clear your agreement and we cannot book your classroom without one in place.

Please sign here (Electronic signatures are accepted.): _____

For WFTC Staff Use Only:

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