



CLASSROOM REQUEST

All requests for Classroom space must be requested through the Training Support Center POC . Units Need to request via e-mail using this form to be place on the TSC Calendar Below are the REQUIREMENTS:

1. Units should contact david.a.nolan8.civ@mail.mil by e-mail and request to set up or establish time and dates or units may stop by Building 3020 (old 30th AG Reception Station) to make arrangements in person.
2. Units are responsible for their own set up and cleanup of classroom.
3. Auditorium will handle 150 persons. Classroom will hold 60 persons

Units should plan at least 60 days prior to ensure classrooms availability.

Any questions concerning this matter may be directed to david.a.nolan8.civ@mail.mil or (706) 545-3313.

Date: _____

Time: _____

Date: _____

Time: _____

Date: _____

Time: _____

UNIT REP. PRINTED NAME: _____

DATE NOTICE RECEIVED: _____

UNIT REP. SIGNATURE: _____

AUDITORIUM 150 Persons

CLASSROOM 60 Persons