

M&FRC Facility or Staff Support Request Form

Request is for M&FRC Staff/Workshop

Request is for M&FRC Room Reservation

Section I (Complete all blocks, regardless of request type)

| | | | | | |
|--|---------------------|--------------------------|-----------------------------|----------------------------|--|
| Agency Name | | Contact Name | | Contact Email | |
| | | | | | |
| Phone | Today's Date | Date(s) Requested | Start & End Time | Number of Attendees | |
| | | | | | |
| Explanation / Justification for Need (Include event name, purpose of support, desired workshop, etc.) | | | | | |
| | | | | | |

Section II (Complete II-a and/or II-b below, based on type of request needed)

Section II-a (To Request M&FRC Staff- briefings, workshops, etc.)

| Comments (i.e., items to bring, briefing time, info table, etc.) | Location of Event | Support Specifics | |
|--|-------------------|------------------------------------|--|
| | | # of M&FRC Staff Needed | |
| | | Topic Requested | |

Section II-b (To Reserve a M&FRC Room)

| Available Rooms | Room Capacity | Available Audio / Visual Equipment. <i>(You are responsible for bringing anything not listed)</i> |
|---|---------------|--|
| <input type="checkbox"/> Room 102 - Conference Room | 20 | PC with Commercial Internet, TV Monitor, Microphone Web Cam, Clicker Remote |
| <input type="checkbox"/> Room 107 - Large Classroom | 30 | PC with Commercial Internet, TV Monitor, Microphone Web Cam, Clicker Remote |
| <input type="checkbox"/> Room 126 - Small Classroom | 20 | PC with Commercial Internet, TV Monitor, Microphone Web Cam, Clicker Remote |
| <input type="checkbox"/> Room 110 - Kitchen | 12 | |
| <input type="checkbox"/> Spouse Hub Conference Room | 12 | Commercial Internet, TV Monitor |

Terms of Usage

If using our facility, please review the items below. The use and/or access to the equipment in this facility constitute financial liability in the event of damage. For purposes of definition, equipment refers to tables (including electrical connections), chairs, TVs, projector, laptops, microphone/audio system, remotes, and podium.

- Schedule training for equipment use prior to event.
- Clean Space- Sanitize any used areas (tables, equipment, counter-tops, etc), vacuum, and remove trash)
- Return all tables, chairs, cords, and other items to the original location. See room diagram.
- Must have own virtual platform account, i.e. Zoom.
- Spouse Hub Food Policy- If you would like to provide food for your event, you must use an FSS food vendor. M&FRC can assist with a list of vendors.
- Please cancel at least 24 hours in advance.

By signing below, you agree to comply with the policies and procedures on this form

| | | |
|---------------------|-------------|------------------|
| Printed Name | Date | Signature |
| | | |

Section III - For M&FRC Use Only

| | | | | |
|----------------------------|-------------|-----------------------------------|--------------------------------------|-----------------|
| Request Accepted By | Date | <input type="checkbox"/> Approved | <input type="checkbox"/> Disapproved | Comments |
| | | | | |

Email complete form to
86fss.mfrc@us.af.mil

If you do not hear back within 3 duty days, please call 480-5100.