

USAFSOS ROOM REQUEST FORM

The contents of this form serve as application for facility support by United States Air Force Special Operations School (USAFSOS). All data provided will be submitted to the facility manager and is subject to review by the USAFSOS staff for scheduling conflicts. Facility scheduling occurs every Thursday and you should be contacted with an answer to your request shortly thereafter. Please ensure that you fill all form fields and read the terms of agreement before submitting this form. When complete, sign the 2nd page, then scan and email both pages to the facility manager at usafsos.room@hurlburt.af.mil. Questions? Call the Facility Manager at (850) 884-4673, DSN 579-4673.

Requester Information:	
Rank:	
Name:	
Organization:	
E-mail Address:	
Phone - DSN:	
Phone - Comm:	
Request Details:	
Date(s) Required:	
Start Date:	
End Date:	
Time Required:	
Start Time:	
End Time:	
Reason For Use:	
Required Classification Level:	
Number of Attendees:	
Number of Distinguished Visitors (O-7 and above, including civilian equivalent) attending by rank:	
O-10:	
O-9:	
O-8:	
O-7:	
Do you require Audio/Visual support?	
Audio/Visual POC:	

Terms Of Agreement:

*****Any security incident will cause immediate stoppage of briefings.***
*****There will be no entering or exiting the room once a classified briefing has started.***
*****You are responsible for the control of the room.*********

The following list outlines user responsibilities:

1. There will be a 5 minute admin brief before the start of all meetings.
2. The user must provide all special needs such as equipment and supplies. (Except coordinated Audio/Visual support)
3. Rooms are available from 0730-1700 Monday through Friday. Building lockup will begin at 1715 and the building will close at 1730.
4. Administrative support will not be provided by school staff. The user must bring someone from their office for support duties. All telephone messages will be handled through the project officer's organization. The school telephone number will not be given out for message taking.
5. Arrangements for coffee/tea can be made by paying a daily or weekly fee. Only cups with lids will be allowed in the classrooms.
6. The area used will be policed daily. Chairs, tables, etc., will be put back as originally placed and all trash picked up and removed. If this is not done, the project officer will be contacted.
7. The furniture in the classrooms will not be moved around unless given permission to do so.
8. You must appoint a POC responsible for operating the equipment during use of the room. This person must contact the school Audio/Visual (AV) specialist (884-1890) no later than 3 duty days prior to room use. The AV specialist will provide operating instructions and/or dry runs. AV personnel will also go over start up/shut down procedures and explain compatibility with your intended presentations and our equipments.
9. No equipment will be connected to our existing equipment without prior coordination with the AV specialist. **DO NOT** load software onto USAFSOS computers without prior coordination and approval. All media must be virus checked by USAFSOS staff before use. The need to protect the configuration and integrity of our equipment is essential to the school mission.
10. If you no longer require the space you have coordinated for use, you must call us immediately at 884-4673/1891.

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"I hereby certify that I have reviewed all presentation materials intended to be displayed or distributed as part of an academic course at USAFSOS. I further certify that all materials are properly marked as to appropriate classification level and that none of these materials are classified at a higher level than that authorized for my lecture or other presentations. I realize I am responsible for verifying the security clearance of all attendees if classified material is included in the briefings. By agreeing to these terms, I take full responsibility for ensuring that the classification of presentation materials is correct and acknowledge that USAFSOS is not responsible for materials I create, present, display or distribute."

I agree with the terms outlined above (Print name and Sign): _____