

JOINT FORCE READINESS CENTER (JFRC) USAGE REQUEST FORM

(MUST BE SUBMITTED A MINIMUM OF 45 DAYS PRIOR TO EVENT)

Today's Date: YYYYMMDD

REQUESTOR INFORMATION

Organization Name:

POC Name:

POC Phone:

POC Email:

EVENT INFORMATION

Event Name / Type of Event:

Date(s) of Event: YYYYMMDD

Event Start Time (including set up):

Event End Time (including clean up and tear down):

Number of people attending:

How do you plan on accessing the JFRC if event is not during normal duty hours:

Notes / Special Requests:

Military Organization:

Yes*

No- Additional forms will need to be completed prior to approval

Additional forms and procedures will be required if the request is approved. Items may include: hold harmless agreements, proof of insurance, expected costs, deposits and/or waivers.

*Non- Wyoming Military Department Organization conducting Military Training during off-duty days / hours will submit an Expected Cost sheet with their request.

ROOM(S) REQUESTED

- Cafeteria**
- Auditorium:** First Floor, Capacity: 204. The electronic systems (microphones, projector, etc) in the Auditorium require trained personnel to operate.
- Foyer Area:** First Floor common areas
- Patio Area:** First Floor, North outdoor common area

CLASSROOMS

- Fetterman:** Room 1136 and 1137: First Floor, West Wing, Capacity: 24 (1136), 24 (1137), 48 combined.
- Conner:** Room 1217 and 1218: First Floor, West Wing, Capacity: 18 (1217), 24 (1218), 42 combined.
- Dull Knife:** Room 1408: First Floor, Main Corridor, Capacity: 8.
- One Star:** Room 2409: Second Floor, West Wing, Capacity: 16.
- Rosebud:** Room 2501: Second Floor, East Wing, Capacity: 36.
- Wagon Box:** Room 2502: Second Floor, East Wing, Capacity: 35.
- Platte Bridge:** Room 2220 and 2221: Second Floor, West Wing, Capacity: 24 (2220), 18 (2221), 42 combined.
- SIMS Room:** FATS 5, 4 stations, M16 / M4 / M9. Contact DCSOPS for trainers.

AGENCY USE ONLY

Facility Available:

- Yes
- No

JFRC Board:

Date Reviewed: _____

- Approval
- Disapproval

Reason for Disapproval:

Requestor Military:

- Yes*
- No

Non Military Request Forms Completed:

- Use**
- Agreement-Annex F**
 - Hold Harmless Agreement Sign In Sheet (Physical Activity)-Annex G**
 - Minor Hold Harmless Agreement (if applicable)-Annex H**
 - Expected Cost Sheet- Annex M**

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JAG:

Date Reviewed: _____

- Approval
- Disapproval

Reason for Disapproval:

FMO:

Date Reviewed: _____

- Approval
- Disapproval

Reason for Disapproval:

Estimated Cost for Facility Use:

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