



UNITED STATES MARINE CORPS  
EDUCATION COMMAND  
MARINE CORPS UNIVERSITY  
2076 SOUTH STREET  
QUANTICO, VIRGINIA 22134-5067

~Download the Form on Desktop to enable the Digital Signature~

Event Start Date

Event End Date

DOD/Government Function/Event:

YES

NO

Title of the Official Event:

Requester Full Military Unit/Organization/City State:

Supervisor's Full Name

Supervisor's Gov/Email Address

Supervisor's Primary Phone Number

Event Start Time:

Actual End Time:

Set-Up Date

Set-Up Time:

Guests Arrival Time

Total Confirmed # Guests

(To Include Tear Down)

Request #1 Room Type

# of Rooms

# of Guests  
Per Room

Request #2 Room Type

# of Rooms

# of Guests  
Per Room

**PLEASE NOTE:** It's the AO's responsibility for set up/breakdown as well as cleaning/wiping of all tables/chairs after their Event. See instructions for access to tables/chairs in the Ellis Hall WarGame venue. The Warner Center Auditorium is for confirmed GOS attendee(s) type of Event Only.

**Use below space for any additional Information of your space reservation request**

The AV Technician will determine the support team's set up time based on your AV needs and the time guests arrive for your event.

**PLEASE NOTE:** If you are providing a personal laptop, or non-EDU laptop, DVD, CD's etc. please arrive at the event location at least 45 minutes prior to the actual start time so that we can ensure that your presentation is set up properly and operational.

**Do you require any of the following?**

**AV/Room Equipment:**

**No AV Equipment Required**

Image Projection

Podium Mic

Special Lighting (Warner Auditorium Only)

CD/DVD Player      Quantity      Quantity Callers

Handheld Mic.....      Conference Call.....

Lav/Lapel Mic.....

Floor Mic Stand.....

Tabletop Mic Stan.....

Long Tables/Chairs      & Chairs

**IT Equipment:**

**No IT Equipment Required**

Wireless Internet

Podium PC

Presenter Clicker/Mouse

Local Network      Quantity

Local Network Machines.....

Interactive Survey Clickers.....

EDU Laptop.....

Stand Alone PC.....

**Ellis Hall Wargame**

**(No AV Support Required)**

**What is the classification of the event?**

**Provide Classified Brief Dates & From /To Time**

**Type:**

1.

2.

**Video Teleconferencing**

**\*Type:**

3.

**Provide the VTC POC/Connection Info:**

4.

**Provide Department's Security Manager's  
POC Rank/Last Name/First Name Below:**

**Security Manager's email address:**

**Security Manager's Work Phone#:**

**Are there any distinguished (DVs/GOs/SES) guests or visitors?**

**No**

**Yes, then list the Name Rank, Arrival Date/Time below:      Arrival Date      Arrival Time      Depart Time**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Please Note:** All VIP parking in front of Breckinridge Hall Building are for GOs/DVs/SES/ only.

# Marine Corps University Reservation Statement of Understanding

By signing below I accept the following responsibilities for my reserved space:

- I am aware that the MCU reservation is a service based on availability at the time of the request. There is no wait list, and that **MCU VPEIOP office is not a conference event center**. Our rooms are offered as a courtesy after all academic requirements are met.
- MCU follows the Randolph–Sheppard Act, 20 U.S.C. § 107 et seq., is a federal law which mandates a priority to blind persons to operate vending facilities on Federal property. Any food catering must inform MCU Café for support. Please Inform the MCU Cafe' Manager at Phone number (703) 432-4538.
- Furniture is NOT to be moved. (IET is not responsible for furniture set up and or arrangements.
- External Confirmed guest must utilize the **MCU Parking Garage**.
- No signage will be taped to anywhere. MCU Facility can provide sign post.
- At the conclusion of the scheduled event, all event items/decorations will be removed from the area, and the requester is responsible for clean up of the space.
- At the close of the business day all white boards will be cleared, all projection equipment turned off, log off of all computers and all trash removed from the area.
- I am aware that any changes in the time/date arrival of DVs /GOs attending our event, I must inform the MCU PROTOCOL officer for the updates.
- MCU facility is only responsible for supporting the space throughout any **Classified brief**. I am aware to inform my department's Security Manager for the vetting, **Classified Signs/Door Securities** while conducting and following the policies of the classified briefs, including any of the attendee's Access control point Management before my event.
- I am aware of following the **MCBO 8000.1A** for transporting **unloaded** Government Weapons and the **MCRP 3-01A(B)** to properly carry the government weapons inside the authorized reserved space within MCU facility.

*By signing below, I am accepting the full responsibility as a Government Employee representing the above-mentioned Government Agency/Unit/Department, and that this request of space as indicated in page 1 of this form is the Primary Venue to support the Plan event.*

Requester's Full Name

Rank/GS/Title

Government Email Address

Primary Phone#

## DOD/GS/Military Digital Signature Only

Secondary Action Officer's Full Name

Rank/Title

Government Email Address

Primary Phone#

### University Affiliation

- ☐ Administrator
- ☐ Faculty
- ☐ Staff
- ☐ Student
- ☐ None..

(If none, list your agency)

### \*\*\*FOR OFFICIAL USE ONLY\*\*\*

**MY DIGITAL SIGNATURE IS THE EQUIVALENT OF A HARD COPY SIGNATURE, SERVING TO AUTHENTICATE THAT I HAVE THE AUTHORITY TO FILL THE FORM AND TO INDICATE I HAVE CONSCIOUSLY DECIDED THAT IT SHOULD HAVE THE SAME LEGAL AUTHORITY NORMALLY ACCORDED TO AN ACTUAL HARD COPY SIGNATURE.**

# **Marine Corps University Room Reservation Cancellation Form**

**\*\*\*CANCELLATIONS REQUIRE 10-WORKING DAYS NOTICE BEFORE YOUR EVENT\*\*\***

**Today's Date**

**Type the Reason of Cancellation on the Space below:**

**Action Officer's Digital Signature**

**Supervisor's Digital Signature**