



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~

Actual 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)

Primary Room Type Request

of
Rooms

of Guests
Per Room

Alternate Room Type Request

of
Rooms

of Guests
Per Room

PLEASE NOTE: The Action Officer (AO) is responsible for coordinating with MCU AV & Facilities to schedule setup, breakdown, and the cleaning/wiping of all tables and chairs after the event. For instructions on accessing tables and chairs in Ellis Hall and the GRC venue, please refer to the provided guidelines. Note that the Warner Center and the GRC Auditorium are reserved exclusively for confirmed GOS/SES/VIP events.

Use below space for any additional requirement that may require MCU departments to support your 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 need any of the following? (Please note that not all rooms may have the capabilities listed below.)

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:**

Unclassified Live Stream:

Security Manager's email address:

Type: M365 Teams Webex/Zoom

Security Manager's Work Phone#:

Provide your department's Live-stream POC below.

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 Space Reservation Request Agreement

➤ **By signing below I accept the following responsibilities for my approved request of space:**

- **Per MCU Room Reservation Policy**, the Warner and Breckenridge Hall can only accept room reservation requests no earlier than 60 days before the event date. The GRC facility is up to 1 year prior to the event execution date. All decisions are subject to space availability and requirement priority.
- I understand that the MCU reservation is based on availability at the time of the request. MCU Facilities are provided as a courtesy only after all academic requirements have been met. **Please note that the MCU Facility and GRC are not full-service conference facilities.**
- **Noise Levels:** The MCU Facilities and Library are designated for work, study, and research. Please keep noise levels to a minimum, especially in open areas.
- **Supplies and Equipment:** Sponsoring Agencies are responsible for all administrative supplies for their events, including printed materials, paper, writing instruments, and whiteboard markers. The MCU Facilities does not provide these materials.
- **Double-Booking Policy:** Avoid booking GRC and MCU facilities for overlapping times. Double-booking is not allowed and may result in losing future reservation privileges.
- **Furniture is NOT to be moved** without prior coordination with MCU Facility Managers for furniture set up and or table/chairs arrangements.
- **Disconnecting or reconfiguring** government IT or AV equipment, is strictly prohibited unless performed by GRC or MCU IT staff.
- **All INTERNET** access within MCU Facilities is limited to **.edu domains** and **excludes .mil email access**. Wi-Fi is available. For further details, please contact the MCU Team.
- **Arrival and Departure:** Please stick to your scheduled arrival and departure times. The MCU Facilities is open Monday to Friday, 7:30 AM to 4:30 PM, and the Library Meeting Room is open Monday to Friday, 7:30 AM to 5:00 PM, excluding Federal holidays. GRC staff will enforce these times.
- **External Confirmed guest must utilize the MCU Parking Garage.**
- **No signage** will be taped to anywhere. MCU Facility can provide sign post.
- **Post-Event Responsibilities:** After the event, please remove all items and decorations. The requester is responsible for cleaning up, wiping down furniture, disinfecting surfaces, and disposing of all trash.
- At the **close of the business day** all white boards will be cleared, all projection equipment turned off, log off of all computers. Ensure that the assigned university space has been returned to its pre-event condition.
- 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.
- **Approved Request Confirmation:** The requester must notify MCU of their intent to keep the reservation by coordinating with the MCU AV Team to schedule AV testing, rehearsal, or setup no later than 48 hours after receiving approval notification.
- **Cancellation of an Approved Event:** To cancel, the requester and their supervisor must digitally sign the 4th page of this form and resubmit it to mcu_space_reservations365@usmcu.edu at least **3 business days** before the event.

University Affiliation

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

(If none, list your agency)

Digital Signature Required for Official Submission or Cancellation Request

Please sign below to accept full responsibility as a Government Employee representing the specified Government Agency/Unit/Department. By signing, you acknowledge that the space requested on page 1 of this form is the primary venue for supporting the planned event. Note that Non-DOD personnel or contractors are not authorized to sign this form.

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

Primary Phone#

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.

*****CANCELLATIONS REQUIRE 3-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