



EDCOM/MCU EXTERNAL RESERVATION REQUEST FORM

~Fill and digitally Sign the form. Incomplete submissions will not be processed~

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

Start Time:

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, and breakdown date before the event date. The requesting Command/Agency is responsible for the set up, clean up and breakdown, not the MCU departments. 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 Notes:

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 _____

Interactive Survey Clickers..... _____

Unclassified Live Stream (Requester

Login): Type: M365 Teams

Webex/Zoom

VIP/GOS/SES PARKING REQUEST

Requesting unit must provide information below at least one week prior to event start or reserved parking will not be provided.

Will there be any distinguished visitors (DVs) attending the event? If so, please provide their details in priority order. For our purposes, a DV includes General Officers (GOs), Flag Officers (FOs), Senior Executive Service (SES) members, or individuals listed in the U.S. precedence order.

No

Yes, Please list Rank, Name and Title

Arrival Date

Arrival Time

Depart Time

1.

2.

3.

4.

5.

Space Reservation Request Agreement

Requesting Unit understands that MCU Facilities are provided as a courtesy only after mission/academic requirements have been met. Please note that the MCU Facility and GRC are not full-service conference facilities and MCU reservations are provided based on availability at the time of the request.

Per MCU Room Reservation Policy:

1. Warner Center and Breckinridge Hall are academic and administrative spaces and cannot accept room reservation requests more than **60 days before the event start date**.
2. The **Gray Research Center conference facility** can receive requests **up to 1 year prior to the event start date**.
3. All decisions are subject to space availability and requirement priority.
4. 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.
5. **Noise Levels:** MCU Facilities and Research Center are designed for work, study, and research. Requesting unit will keep noise levels to a minimum in open areas to avoid disrupting the students and personnel learning and working there.
6. **Supplies and Equipment:** Requesting unit is 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.
7. **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.
8. **Furniture** can be moved/arranged **ONLY WITH** prior coordination with MCU Facility Managers.
9. **Disconnecting or reconfiguring government IT or AV equipment**, is strictly prohibited unless performed by GRC or MCU IT staff.
10. **All INTERNET access within MCU Facilities** is limited to .EDU domain via WIFI or LAN and does not include .MIL access. For further details, please contact the MCU Team.
11. **Arrival and Departure:** Requesting unit must stick to scheduled arrival and departure times. The MCU Facilities are 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.
12. **External guests must** use the MCU Parking Garage
13. **No signage** will be taped anywhere by requesting units. MCU Facilities can provide signposts to display material.
14. **At the close of the business day** all whiteboards will be cleared, all projection equipment turned off and log off of all computers. Ensure that the assigned university space has been returned to its pre-event condition.
15. **Requesting unit must inform** the **MCU PROTOCOL** officer for any updates to the time/date arrival of **DVs /GOs** attending our event.
16. Requesting unit will follow **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.
17. **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 one week after receiving approval notification.
18. **Cancellation of an Approved Event:** To cancel, the requester and their supervisor must digitally sign the 4th page of this form (cancellation Request) and resubmit it to mcu_space_reservations365@usmcu.edu **at least 5 business days** before the event.

Digital Signature of the Requester is Required:

Branch of Service/ Agency

USN
USSF
USA
USAF
Other

DOD Gov/Active Duty Digital Signature only

Today's Date

Continue to next page.

EDCOM/MCU RESERVATION REQUEST FORM

Cancellation Request

****CANCELLATIONS REQUIRE 5-WORKING DAYS NOTICE BEFORE YOUR EVENT****

Supervisor's Full Name	Rank/GS/Title
Government Email Address	Primary
	Phone#
Supervisor's Digital Signautre	

Action Officer's Full name	Rank/Title	Primary Phone#
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Summary of request cancellation

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