

GRC Conference Center Reservation Form

Alfred M. Gray Marine Corps Research Center | 2040 Broadway Street | Quantico, VA 22134
 (703) 784-2240 DSN: 278 | GRC_Conference@usmcu.edu

Do you need accommodations for distinguished guests?		Yes No	Private room Parking
What is the Event Classification?		Unclassified	Classified (limited availability)
Food service	Displays How many?	Registration tables How many?	Food service and displays MUST be approved by the Conference Center prior to the Event.
ROOM SETUP REQUIREMENTS – TABLES & EQUIPMENT			
Total Number of Attendees	_____		
Table Configuration (less than 25 people, seated at tables)	Conference (closed or hollow square) Horseshoe Groups (2-4 tables grouped together) Classroom		
Equipment (limited availability) WiFi available via MCCS	Extension Cord Power Strip Trip Cord Podium without Microphone VCR/Monitor Conference Phone	Telephone Portable Monitor DVD/Monitor Easel Whiteboard	
Large Rooms (25 or more people) Indicate number of tables needed	Head tables Food service tables	How many? How many?	Registration tables Display tables How many? How many?
AUDITORIUM ONLY			
Total Attendees	_____		
Panel Tables	Panel tables Handheld wireless microphone	How many? How many?	Microphones Podiums w/microphones How many? How many?
Breakout Rooms	Breakout rooms	How many?	

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GRC CONFERENCE CENTER ADMINISTRATIVE OFFICE USE ONLY					
Date Received					
Request Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied			
Reason for Denial					
REGISTRATION CONFIRMATION & DETAILS					
Room Assignment(s):	134	135	136	146	147
	164	165	166	227	237
	241	242	AUD	FOY	
Registration Notification Emailed to SPOC (Within 3 business days)					
Event Confirmation & Final Event Plans? (NLT 14 business days prior)					
Agency Made Special Requests (NLT 7 business days prior)					
Agency Confirmed Reservation (NLT 3 business days prior)					
Agency Cancelled Reservation (NLT 3 business days prior)					
Agency No Show					
GRC Signature/Authorization	Name			Date	

GRC Conference Center Reservation Agreement

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The GRC Conference Center Reservation Agreement (“the Agreement”) is made between the Gray Research Center Conference Center (the “GRC”) and the Sponsoring Agency (the “SA”) of the conference/event (“the Event”). The Agreement serves as the starting point for requesting use of the GRC’s conference facilities. The Agreement provides information on facilities and services available from the GRC; the terms and conditions of Reservation and use of GRC facilities and equipment; outlines the responsibilities of the SA and its designated main point of contact (the “SPOC”); and outlines the responsibilities of the SA’s on-site point of contact (the “OPOC”). The GRC & Library Use Policy Letter dated January 2017 is currently under revision. Therefore, in cases where the Agreement and Policy Letter conflict, the guidelines set forth in the Agreement will take precedence.

1. RESERVATIONS, CANCELLATIONS, POINTS OF CONTACT

- 1.1. **Reservation Requests. The Reservation Package is only a request and does not guarantee a Reservation will be available.** All requests must include 1) a completed Registration Form and 2) a signed GRC Conference Center Reservation Agreement. All information must be filled out completely, accurately, and legibly. Email the completed reservation package to: GRC_Conference@usmcu.edu.
- 1.2. Reservation requests may not be made more than (1) calendar year ahead. Reservations are reviewed on a first-come, first-serve basis and approved at the discretion of the GRC, with priority given to Marine Corps University and affiliated groups.
- 1.3. Room assignments are based on: number of attendees, information technology (IT) and audio-visual (AV) requirements, and classification level.
- 1.4. The GRC will respond to Reservation requests within (3) business days. Upon approval, the SPOC will receive a signed copy of the Agreement/Event Registration form.
- 1.5. **Points of Contact.** The SPOC will serve as the On-site Point of Contact if attending the Event. If the SPOC is not attending, the SPOC must designate an On-site Point of Contact (OPOC) who will be in charge of overseeing the Event. Be advised: **The OPOC MUST remain onsite and accessible during the entire duration of the Event** in order to answer questions about the function and resolve any issues arising during your Event. The GRC Conference Center Manager cannot serve in place of the OPOC. The SPOC agrees to take primary responsibility for the OPOC and his/her conduct onsite and his/her adherence to the provisions of the Agreement.
- 1.6. Be advised: Contractors may not serve as POCs, per the *GRC & Library Use Policy Letter* dated January 2017. Both the SPOC and OPOC must be either a military member or civilian employee of the Department of Defense. *No exceptions.*
- 1.7. **Confirmation Policy and Final Requirements.** Final Event plans for large conferences (3 days or more in duration or 50 or more participants) must be submitted to and approved by the GRC Conference Center Manager no later than (14) business days prior to the event. Final requirements and requests to accommodate distinguished guests must be coordinated no later than (7) business days prior to the event. Submit your confirmation, final Event plans, and special requests in writing to: GRC_Conference@usmcu.edu. Failure by the SA to confirm a Reservation by these deadlines may result in forfeiture.

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- 1.8. **Double-booking Policy.** Double-booking of GRC and MCU facilities is strongly discouraged as it denies others the opportunity to use our facilities. *Be advised: Sponsoring Agencies discovered to be double-booking will be barred from making GRC reservations going forward.*
- 1.9. **Confirmation/Cancellation Policy.** **The SA/SPOC must notify the GRC of intent to keep their reservation or cancel it, in writing, at least (3) business days prior to the Event.** Submit cancellations to: GRC_Conference@usmcu.edu. *Be advised: No-shows who do not provide proper written notification will be barred from making reservations with the GRC going forward.*
- 1.10. The GRC & Library Use Policy Letter dated January 2017 is currently under revision. In cases where the guidelines in the GRC Conference Center Agreement and Policy Letter conflict, the Agreement will take precedence.

2. GENERAL GUIDELINES

- 2.1. **GRC Facilities.** The GRC is not a full-service conference facility. Your careful attention to detail in the planning stages is very important to a successful event.
- 2.2. **Arrival and Departure.** Please arrive and depart at your scheduled times. **Conference Center hours are Monday through Friday, 0730-1630, excluding Federal holidays. Library Meeting Room hours are Monday-Friday, 0730-1700, excluding Federal holidays. The GRC Conference Center Manager and/or GRC/Library Staff will enforce arrival/departure times in accordance with the stated hours of operation.**
- 2.3. **Event Prep and Setup.** The OPOC may enter the Event space no earlier than 0700 for prep and setup. Requests for exceptions for extended hours to support mission-critical events are reviewed on a case-by-case basis, and must be approved by the Library Director. Submit requests in writing, and *no later than (3) weeks prior to the Event* to: GRC_Conference@usmcu.edu.
- 2.4. Should the Event end before the scheduled time, the OPOC must notify the GRC Conference Center Manager, and complete the *End-of-Event (EOE) Checklist* before departure.
- 2.5. **Supplies and Equipment.** All administrative supplies associated with the Event are the responsibility of the SA, to include: all printed materials, paper, writing instruments, white board markers, etc. The GRC is not funded to support outside Agencies with Event materials/supplies.
- 2.6. GRC/Library printers and photocopiers are not available for use by Event Attendees.
- 2.7. No signage will be taped to any interior or exterior walls, doors or surfaces of the GRC or Library.
- 2.8. Static displays for the general public are not authorized.
- 2.9. All AV equipment setup is handled by GRC and/or MCU IT staff. Technicians are available to assist and provide technical support during your Event.
- 2.10. **Noise Levels. The Library is a study and research space and noise levels should be kept to a minimum, especially in open areas.** Cell phone use within the Library is authorized for the Foyer and Café areas only.
- 2.11. **Be advised: Moving and/or removing government furniture or fixtures, and/or disconnecting or reconfiguring government IT or AV equipment by anyone other than GRC or MCU IT staff is strictly prohibited.**
- 2.12. Be advised: Personal and/or government laptops are permitted to be connected to AV equipment ONLY.

3. SPOC/OPOC RESPONSIBILITIES

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- 3.1. The SPOC/OPOC are responsible for reading and adhering to the guidelines outlined in the Agreement and sharing pertinent information to Event Attendees.
- 3.2. The SPOC/OPOC are responsible for starting and ending the Event on time. All Event Attendees must vacate Event spaces no later than the scheduled end-time. **Conference Center hours are Monday through Friday, 0730-1630, excluding Federal holidays. Library Meeting Room hours are 0730-1700, Monday-Friday, excluding Federal holidays.**
- 3.3. The SPOC/OPOC are responsible for cleanup at the conclusion of the Event, including but not limited to emptying trash/recycling from conference room(s) and any spaces used, such as the kitchen. Cleanup must be completed in a timely manner in order to not interfere with reservations by other groups, or extend past regular operating hours.
- 3.4. SPOC/OPOC will complete the EOE Checklist prior to departure. A GRC staff member will conduct a walk-through with the SPOC/OPOC and sign off on the EOE Checklist. For multi-day events, walkthroughs and checklists will be performed daily.
- 3.5. The SPOC/OPOC are responsible for Attendee conduct, noise levels, enforcing fire code regulations, and adhering to room capacity limitations and food/drink guidelines during the Event.
- 3.6. The SPOC/OPOC are accountable for returning any cables, peripherals, computer mice, or other equipment borrowed from the GRC.

4. CONTACTS/NOTIFICATIONS

- 4.1. During normal business hours, contact the GRC Administrative Office at (703) 784-2240 or GRC_Conference@usmcu.edu.
- 4.2. Contact the GRC Conference Center Manager during the Event.
- 4.3. **Closure Notifications.** Closure notifications for federal holidays, inclement weather, and emergencies are posted before opening hours on 1) the GRC website at <http://grc.usmcu.libguides.com/gray-research-center> and on 2) the MCU Research Library Facebook page: <https://www.facebook.com/USMCRResearchLibrary>. In cases of inclement weather, the GRC follows MCB Quantico guidance.

SPONSORING AGENCY ACKNOWLEDGEMENTS		
<p style="text-align: center;">(SPOC) I have read and understand the <i>GRC Conference Center Reservation Agreement</i>, and agree to abide by the guidelines and terms and conditions specified therein.</p> <p style="text-align: center;">(OPOC) I have read and understand the <i>GRC Conference Center Reservation Agreement</i>, and agree to abide by the guidelines and terms and conditions specified therein.</p>		
SPOC Signature	Print Name	Date
OPOC Signature	Print Name	Date