



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

Event From Date

Event To Date

IET Ticket#:

(Agency Use Only)

Name of Event:

Sponsoring Dept/Org:

Supervisor's Primary Phone Number

Supervisor's Full Name

Event Start Time:

Actual End Time:

Set-Up Date

Room Type

# of Rooms

# of Guests per Room

Total Confirmed # Guests

(To Include Tear Down)

Set-Up Time:

Room Type

# of Rooms

# of Guests per Room

Guests Arrival Time:

Are there any distinguished guests or visitors?

No

Yes, then list here with Name Rank and Agency:

What is the classification of the event?

Classified

Unclassified

1.

2.

3.

4.

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 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

Handheld Mic.....

Lav/Lapel Mic.....

Floor Mic Stand.....

Tabletop Mic Stan.....

Long Tables \_\_\_\_\_ & Chairs \_\_\_\_\_ (Ellis Hall Only)

**Video Teleconferencing (VTC)**

**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.....

# Marine Corps University Reservation Statement of Understanding

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

- 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.
- At the conclusion of the scheduled event all event items will be removed from the area.
- 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.
- All chairs will be restored to their lowest position and pushed in.

*All POCs for reservations must check out with the respective Facilities staff for the building hosting the event. During normal business hours, this will occur prior to close of business. During after-hours events, please see the Facilities staff the next working day. Facilities staff for Warner Center will open your event spaces upon opening the building or at close the day prior.*

Requester's Full Name

Rank/Title

Government Email Address

Primary Phone#

## DOD Digital Signature of Requester:

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.**