

Please Print

RESERVATION REQUEST FORM

Regional Training Institute
Oklahoma National Guard
6500 N. Kelley Avenue
Oklahoma City, Oklahoma 73111-7853

Unit, Agency, or Organization: _____

Training Event Title: _____

Event Dates: _____ to _____ # of Participants: _____

Arrival Time: _____ Departure Time: _____

Contact Person: _____ Contact Phone #: () _____

Contact Email(s): _____

Contact Mailing Address: _____

Classroom Requested (See Page 2): _____

Will a caterer be used? YES ___ NO ___ OKARNG USE ONLY: GYM Floor: ___ Weight Room: ___ Track: ___ Pavilion: ___

If YES, list the name of the company and delivery times for each day of the event: _____

The Regional Training Institute (NGOK-RTI) is an active military installation administered by the Oklahoma National Guard. As such, all Units, Agencies and Organizations using this facility agree to abide by the following rules:

1. All persons, possessions and vehicles entering the NGOK-RTI campus are subject to search at any time.
2. Military personnel must possess a valid military identification card and are required to have it in their possession at all times.
3. Non-military personnel are required to have a valid drivers' license or state-issued photo identification card in their possession at all times.
4. Civilian entities must provide a complete roster of attendees at least 24 hours prior to the start of the event.
5. Use of any tobacco products are strictly prohibited inside the Education Center. Use the designated smoking area for ALL tobacco use.

Our facility provides the use of all available classroom equipment. If you need assistance, contact the Facility Manager in the Education Center (Room 110). The NGOK-RTI does NOT provide expendable teaching supplies. All teaching supplies must be provided by the Unit, Agency or Organization conducting the training, to include all printed materials and copies.

NOTE: The NGOK-RTI does NOT support bulk printing or copying.

Our classrooms are provided in a standard "classroom" configuration facing the instructor workstation. If a different configuration is required, you must provide the personnel to rearrange the classroom as desired prior to your training event.

NOTE: ALL classrooms must be returned to the standard "classroom" configuration at the conclusion of your training event.

Vending machines (snacks & drinks) are available in the kitchen area for all patrons.

Outside coffee machines and/or other food appliances will be allowed in the kitchen area ONLY.

NOTE: Coffee, condiments and cups are NOT provided.

The primary purpose of the Regional Training Institute (NGOK-RTI) is to serve the Oklahoma National Guard (OKNG).

As such, all non-OKNG classroom reservations are on a "STAND-BY" status and it is understood if ANY OKNG entity requires use of the facility, other patrons may be asked to accept less desirable accommodations or may be asked to arrange for other outside accommodations. See the NGOK-RTI website, <http://ok.ng.mil/pages/rti>, for the "Priority of Use Policy Memorandum" governing the use of our facilities.

I AGREE TO THE ABOVE TERMS AND CONDITIONS AND I UNDERSTAND I AM RESPONSIBLE FOR INFORMING ALL CLASS ATTENDEES OF THE FACILITY RULES.

FOR OFFICIAL USE ONLY	
Date Received:	
Approved/Denied:	
Date Notified:	

Printed Name of Requester

Signature of Requester

Date of Request

REGIONAL TRAINING INSTITUTE (NGOK-RTI)

RATES

CLASSROOM	CAPACITY*	SQ FT	DAILY RATES
Auditorium 103	132 or 200**	3,496	\$430.00
Classroom 101	40	1,216	\$195.00
Classroom 102	40	1,216	\$195.00
Classroom 122	20	648	\$100.00
Classroom 123	20	648	\$100.00
Classroom 124	20	648	\$100.00
Classroom 125	20	648	\$100.00
Public Computer Lab 109	16	648	\$150.00
Conference Room 111	20	522	OKARNG -- USE ONLY
MDLC Computer Lab 112	20	748	OKARNG – USE ONLY

* Classroom capacities are strictly adhered to due to fire code restrictions.

**Maximum capacity for Classroom style setup (tables and chairs) is 132. Auditorium style (chairs only) capacity is 200.

CLASSROOM EQUIPMENT AVAILABLE

Auditorium 103:	Instructor computer, Projectors (3), Blu-ray player
Classrooms 101 & 102:	Instructor computer, Projector, Blu-ray player
Classrooms 122, 123, 124, 125:	Instructor computer, Projector
Computer Lab 109:	Instructor computer & 16 Student computers with Public internet, Projector, Printer access*
Computer Lab 112: (OKARNG – USE ONLY)	Instructor computer & 20 Student laptops with OKNG CAC-Login Access ONLY, Projector
ALL CLASSROOMS:	Instructor podiums, Flip chart stands

*Minimal printer access is available for guests' convenience. *However, large-scale printing jobs are NOT authorized.*

ALL organizations must arrive with adequate supplies, study materials, handouts, etc... to cover the expected number of participants.

Submitting a Classroom Reservation Request:

1. Complete the official classroom reservation request form. (must be signed & dated by requester)
2. Email your completed reservation request form (signed) to: Tammie.a.waldrop.nfg@mail.mil .
3. You will receive a reservation request approval or denial concerning your classroom request via email.
4. For any changes or cancellation of a confirmed reservation, please call & update your reservation status **IMMEDIATELY!**
5. For questions regarding your classroom reservation request, call **405-475-1502**.

DO NOT USE THIS FORM FOR BILLETING RESERVATIONS!

For NGOK-RTI Billeting Inquiries

Contact the Front Desk:

COM: (405) 475-1800

DSN: 628-1800

<http://ok.ng.mil/pages/rti/>

For classroom details, photos and other information about the NGOK-RTI, please visit our web site at: <http://ok.ng.mil/pages/rti/>