

# FACILITY RESERVATION REQUEST FORM

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

Please Print

Unit, Agency or Organization: \_\_\_\_\_

Training/Event Title: \_\_\_\_\_

Setup Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact Email(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Facility/Room(s) Requested (Page 2): \_\_\_\_\_

ACFT equipment required? YES NO # of Lanes \_\_\_\_\_ Inside Outside

GO in attendance? YES NO Is a VTC required? YES NO Will a caterer be used? YES NO

**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 all applicable policies and 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 have a valid Military identification card in their possession at all times.
3. Non-military personnel must have a valid Driver's license or State issued photo identification card in their possession at all times.
4. Use of tobacco is strictly prohibited inside NGOK-RTI facilities. The only designated smoking/vaping area is located at the pavilion.
5. To reduce the risk of spreading the COVID-19 virus, all Center for Disease (CDC), State and Community recommendations and guidelines will be followed, to include mandatory masks, social distancing and any other form of protection deemed necessary.

**The Education Center provides the use of all available classroom equipment.** 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. NOTE: The NGOK-RTI does NOT support bulk printing.

**The classrooms are set up in a standard "classroom" configuration facing the instructor work stations.**

NOTE: Should you require a different configuration, you must provide the personnel to arrange the classroom as desired prior to your training event and you will also be required to return it to the original standard "classroom" configuration at the conclusion of your training event.

**Vending machines (snack & 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 will NOT be provided by the NGOK-RTI.

**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. For the "Priority of Use" policy memorandum governing the use of our facilities, please see the facility manager.

**I HAVE READ and AGREE TO THE TERMS and CONDITIONS and UNDERSTAND**

**I AM RESPONSIBLE FOR INFORMING ALL CLASS ATTENDEES OF THE APPLICABLE POLICIES AND FACILITY RULES ABOVE:**

FOR NGOK-RTI OFFICIAL USE ONLY	
Date Received:	
Approved/Denied:	
Date Notified:	

\_\_\_\_\_  
Printed Name of Requester

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date of Request

CAT 1: State/Local/NGO    CAT 2: Federal (non-ARNG)    CAT 3: Other State ARNG    CAT 4: OK ARNG

# REGIONAL TRAINING INSTITUTE (NGOK-RTI)

## RATES

<u>CLASSROOM</u>	<u>CAPACITY*</u>	<u>SQ FT</u>	<u>DAILY RATES</u>
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
GYM-Drill Floor ONLY	300		\$50.00
Public Computer Lab 109	16	648	\$150.00
MDLC Computer Lab 112	24	748	<b>OKARNG USE ONLY</b>
Pavilion, Track and Weight Room			<b>OKARNG USE ONLY</b>
* Classroom capacities are to be strictly adhered to due to fire code restrictions.		Classroom capacities may be reduced due to social distancing.	
**Maximum capacity for Classroom style setup (tables and chairs) is 132.		Auditorium style (chairs only) capacity is 200.	

## CLASSROOM EQUIPMENT AVAILABLE

<b>Auditorium 103:</b> Instructor desk/chair, podium, tables, chairs, computer, projectors (4), VTC, Blu-ray player, Dry Erase board, lapel & held mics
<b>CRs 101 &amp; 102:</b> Instructor desk/chair, podium, tables, chairs, computer, projector, VTC, Blu-ray player, Dry Erase board, lapel & held mics
<b>Classrooms 122, 123, 124 &amp; 125:</b> Instructor desk, podiums, tables, chairs, Public computers, projectors, LG Smart TVs, Dry Erase boards
<b>Public Computer Lab 109:</b> Instructor desk, computer, projector & 16 Student computers with Internet access, projector, limited printer access*
<b>MDLC 112:</b> Instructor desk/chair, computer, projector, tables, chairs, 24 laptops with Student Login Access ONLY, dry erase board, printer access*
<b>ALL CLASSROOMS:</b> Instructor desks w/chairs, Public computers, tables, chairs, projectors/remotes/screens, podiums, Dry Erase boards
<i>Limited printer access is available for guests' convenience. Large-scale or bulk printing jobs are <u>NOT</u> authorized.</i>
<i>ALL organizations must arrive with adequate copies, supplies, study materials, training aids, etc... to cover the expected number of participants.</i>

### Submitting a Classroom Reservation Request:

1. Complete the official classroom reservation request form. (must be signed & dated by requester)
2. Submit your completed reservation request form (signed) to: [Tammie.a.waldrop.nfg@mail.mil](mailto:Tammie.a.waldrop.nfg@mail.mil) at least 48 hours before setup/event date.
3. You will receive a reservation request approval/denial concerning your classroom request via email on a first come first served basis.
4. For any changes or cancellation of a confirmed reservation, please email update to 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**

For classroom details, photos and other information about the NGOK-RTI, please visit our website at: <https://ok.ng.mil/Units/>