

Albright

TRAINING CENTER

National Park Service
US Department of the Interior

1 Albright Avenue, PO Box 477
Grand Canyon, AZ 86023
PH: 928.638.7981 ■ FX: 928.638.2953
<http://www.nps.gov/training/hoal/>



FACILITY USE REQUEST

Please include ALL details as we cannot provide services not approved on this form.

AVAILABLE FACILITIES (check all that apply)			
<input type="checkbox"/>	Classroom 1 (max. 68)	<input type="checkbox"/>	Arrowhead Conference Room (comfortably 14)
<input type="checkbox"/>	Classroom 2 (max. 68)	<input type="checkbox"/>	Sequoia Breakout Room/Library (max. 11)
<input type="checkbox"/>	Classroom 3 (also used as break room) (comfortably 20)	<input type="checkbox"/>	Karraker Lounge (Bldg. D, includes full kitchen facility)
<input type="checkbox"/>	Other (complete Special Requests section below)		# of Lodging Rooms (complete Lodging section below)

APPLICANT INFORMATION				
APPLICANT				
ORGANIZATION				
ADDRESS				
PHONE				
EMAIL				
AFFILIATION (if none apply, use Other box)	<input type="checkbox"/>	National Park Service	<input type="checkbox"/>	Organization with formal NPS Partnership
	<input type="checkbox"/>	Other Federal Agency	<input type="checkbox"/>	Grand Canyon Community Organization
	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	State, Local, or Tribal Government

EVENT INFORMATION				
NAME OF EVENT				
EVENT DESCRIPTION				
EVENT DATE(s)		# OF PARTICIPANTS		
EQUIPMENT (Please describe in detail times of use, quantities needed, etc. Use the "Special Requests" section below if you need additional space. Consider providing an agenda to Albright staff. Equipment and setup requests not on this form may not be able to be accommodated due to equipment upkeep or staffing. Please submit this information at least 2 weeks in advance so we can serve your needs)	<input type="checkbox"/>	Government-secured podium laptop	<input type="checkbox"/>	Projector and screen
	<input type="checkbox"/>	Podium setup for non-government presenter with own laptop (Mac users must provide own DVI to VGA cable)	<input type="checkbox"/>	Flip Charts
	<input type="checkbox"/>	Video Teleconference (VTC) (requires phone number or I.P. address)	<input type="checkbox"/>	Conference call (provide your own call-in number)
	<input type="checkbox"/>	Speakers/Audio	<input type="checkbox"/>	WebCam
	<input type="checkbox"/>	Government-secured wired network	<input type="checkbox"/>	Smart Board
	<input type="checkbox"/>	ADA accommodations (available at any time upon request)	<input type="checkbox"/>	Laptops for in-class # _____
	<input type="checkbox"/>		<input type="checkbox"/>	Public Wi-Fi
<input type="checkbox"/>		<input type="checkbox"/>	Other: _____	
SET UP (you may not setup prior to this time)	DATE	TIME		
ACTIVITY BEGINS	DATE	TIME		
ACTIVITY ENDS	DATE	TIME		
REMOVAL/CLEANUP	DATE	TIME		

LODGING INFORMATION (Maximum occupancy 63; Please submit lodging/participant list at least 2 weeks prior to arrival)	
ARRIVAL DATE	DEPARTURE DATE

ROOM SETUP/SPECIAL REQUESTS (describe here any special requirements / services / requests (i.e., fire pit, back patio and grills, Conference room divided in half, special hours, and table and chair arrangement – the standard classroom setup looks like "pods" that each seat 4-6 people)					
<input type="checkbox"/>	Pods (specify # seats/table)	<input type="checkbox"/>	U- shape Facing Presentation Screen	<input type="checkbox"/>	Theatre style (rows)
<input type="checkbox"/>	Chairs only (no tables, specify chair arrangement)	<input type="checkbox"/>	Other:		
Other Requests:					

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ORIENTATION & FACILITY OPERATING HOURS POLICY

ORIENTATION: A staff member will provide a 5-10 minute introduction to the facility for your group. Please incorporate this into your schedule or contact us to make other arrangements. HOURS: Normal operating hours for the Albright Training Center are from 7:30 AM to 5:00 PM, Monday through Friday, excluding federal holidays. Any use at times outside these hours requires an Albright Training Center employee to be on duty. Personnel and related costs outside normal operating hours may be charged to the permittee on a cost-recovery basis.

BREAKROOM / BEVERAGE POLICY

Use of the Albright Training Center includes use of the break room but does not include the cost of coffee, tea, and other refreshments. Users are expected to pay for consumables as posted. The Albright employee association offers unlimited hot beverage service for \$10 per week or \$2 per day (donation coffee can in breakroom). Hot beverages include coffee, assorted black and green teas, hot cocoa, and apple cider. Proceeds benefit the employees association's college scholarship fund for Grand Canyon High School seniors. Soda vending machines are located in the break room and in Apartment Building D.

APPLICATION POLICY

Submission of an application does not imply that the National Park Service (NPS) will issue a permit. Permits will be denied if the proposed activity is contrary to NPS laws, regulations, or policies or otherwise impair or interfere with Albright Training Center operations, Grand Canyon National Park resources, or public use and safety. A permit may be revoked or revised by the Albright Training Center Superintendent at any time. NPS Learning and Development programs will take precedence over all other uses of the Albright Training Center facilities. Your permit or use is subject to cancellation if subsequent events render it necessary to use Albright Training Center for National Park Service Learning and Development functions.

APPLICANT SIGNATURE

The applicant, by his or her signature, certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given. The person or organization named on this application acknowledges responsibility for payment of all reimbursable costs and other expenses related to this application and subsequent permit.

<i>Signature</i>	<i>Date</i>
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APPROVAL PROCEDURES

Return completed and signed Application to: Facility Use Coordinator , HORACE M. ALBRIGHT TRAINING CENTER
 PO Box 477, Grand Canyon, AZ 86023
 Phone: 928.638.7982 Email: Albright_Campus@nps.gov

PAPERWORK REDUCTION ACT STATEMENT: This information is being collected to allow the park manager to make a valued judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed.

ESTIMATED BURDEN STATEMENT: Public reporting burden for this form is estimated to average 30 minutes per response, including the time it takes to read, review instructions, and complete the form. Please direct comments regarding this burden estimate or any aspects of this form to the National Park Service Program Manager, Special Park Uses, Ranger Activities Division, 1849 C Street NW, Washington DC, 20240. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

INTERNAL USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (see explanation below)
<i>Superintendent Signature (or designee)</i>	<i>Date</i>