



RESERVATION FORM
FAIRBANKS REGIONAL FIRE TRAINING CENTER
1710 30th Avenue

- ✓ Please complete a form prior to each requested day of use to be calendared.
- ✓ Print and Fax reservation to: 907-450-6666 or
- ✓ Email to: fire@ci.fairbanks.ak.us

Requested date(s) of usage:

Classroom 1 (\$60 per block)	0800-1200	<input type="checkbox"/>
	1300-1700	<input type="checkbox"/>
	1800-2200	<input type="checkbox"/>
Conference Room (\$30 per block)	0800-1200	<input type="checkbox"/>
	1300-1700	<input type="checkbox"/>
	1800-2200	<input type="checkbox"/>
Tower & Grounds (\$60 per block)	0800-1200	<input type="checkbox"/>
	1300-1700	<input type="checkbox"/>
	1800-2200	<input type="checkbox"/>

- Please be sure to check out a key at the training center office before your class. (*Key form required*)
- Arrangements for mutual use of the classroom or tower & grounds must be made with the scheduled user. A calendar of scheduled users is posted at the Training Center main office or you can request assistance from the Training Center Coordinator (907) 450-6600. Billing can be arranged (prior to or after usage) to split a reservation if agreed upon by the scheduled user. If billing is to be shared, a Reservation Form must be completed by both users to reflect the split usage. This billing arrangement must be made through the Training Center Coordinator. (Example: If the Tower & Grounds were to be used by two entities they would be billed 1 unit for each user, or maybe splitting Classroom 1 between two users, etc.)
- Any usage of a time block will be allowed 30 minutes on either side to setup or complete usage.
- Units will be billed monthly to user per completed reservation forms. Reservations will not be calendared without a Reservation Form.
- ALL use of the grounds will be reserved and charged, including use of the Fire Chiefs Burn Room.
- For all hydrant (water) usage, please fill out a water usage form located in the box on the front-right of the Training Center building by the water meter. Water usage will be added to your monthly billing.
- Cancellation of 48 hours will be required or you will be billed for what is calendared on your reservation form. Weekends will not be included for notice time. Monday cancellations must be made by Thursday of the preceding week. Telephone, email or fax cancellations are acceptable.

BILLING INFORMATION:

Organization:

Class Description:

Address:

City, State, & Zip:

Phone:

Fax:

Authorized Signature: _____

Printed Name/Title: