



Expeditionary Warfare Training Group Pacific
 3423 Guadalcanal Road, Building 401, Room 108
 Coronado, California 92155-5099
 (619) 437-3222

EWTPAC Classroom/Conference Room Reservation Agreement

Unit Name: _____

Unit Address: _____

POC: _____ POC E-Mail: _____
 Rank/Rating Last Name, First Name M.I.

Alt. POC: _____ Alt. POC E-Mail: _____
 Rank/Rating Last Name, First and M.I.

Phone# : (____) ____-____ Cell Phone# : (____) ____-____

Reservation Information:

Event Name: _____
 Please list all O-6/GS-15 and above Name/Rank/Title (attach separate roster if required).
 : _____

***For flag or SES attendees, provide biographies as well as any requirement for reserved parking spaces.**

Starting Day: ____ / ____ / ____ Ending Day: ____ / ____ / ____

Daily Start/End Time: ____:____ - ____:____

Audio/Visual Required: Yes / No (Check or Circle one)

of Attendees Expected: _____ # of Military: _____ # of Civilian: _____

Number of Classrooms Desired: _____ (CR Name/#/s: _____)

Purpose if more than one classroom: _____

Any special requests: _____

Classification of Event: _____ / _____ / **Secret**
 (Check or Circle one)

Classified Information

When requesting a classroom for a classified event, this agreement must be signed, scanned and emailed to (ewtgpac_n301@navy.mil). Digital signatures are not accepted. **The POC is responsible for safeguarding all classified materials brought to EWTPAC, for the duration of the visit. Rooms are not authorized for storage of any classified material.** All personnel clearances must be verified by the Assistant Security Manager (ASM). All personnel attending the classified event must submit a visit request via JPAS no later than one week prior to the event. Submit to **SMO Code: N630186**, and ensure all personnel annotate the same title of the event in the POC block and the specific dates (not including travel) are notated correctly. For questions about visit request or visitor badges, contact the ASM at (619) 522-2806. **Requests for classified events will not be processed until clearances have been verified by the Assistant Security Manager.**

In the event of an emergency, contact the Command Duty Officer (CDO): 619-726-0861. The CDO is located in Building 15, first floor of the East Wing, room 106.

Reservation Criteria: POC acknowledge by initialing after each paragraph

1. **EWTGPAC personnel have priority of all classrooms**. We will notify you in a timely manner of any changes that may affect your request, if your class/conference room is need by EWTGPAC personnel. We will accommodate you, in the best way possible.

➤ **Initial:** _____

2. I acknowledge responsibility for supervision, safety, security, and clean-up of reserved facility and adjacent areas. Reserved facilities and their adjacent areas will be left in the same condition as found. **Trash receptacles will be emptied at the conclusion of each day.** Check out with the N3 is required.

➤ **Initial:** _____

3. I will inform EWTGPAC N3 of any discrepancies (equipment failure, cleanliness, etc.) with the facility so that the issues may be noted or addressed. As guest of EWTGPAC, attendees will **NOT** remove, reposition, reconfigure, disconnect, or modify the state of any of the equipment/furniture in any area without the **PRIOR** consent of the N3. Limited technical support is available upon request (N3).

➤ **Initial:** _____

4. Drinking in the classrooms is permitted with covered containers only. Eating in the classrooms is only permitted with prior approval from the N3. Consumption of alcohol and smoking is **PROHIBITED** in all buildings and classrooms. There are designated smoking areas for each building.

➤ **Initial:** _____

5. Attendees will keep traffic ways clear and minimize noise levels, as there are personnel working and/or other classes in session. POC or their appointed representative will ensure timely arrival to open and take charge of their assigned facility. If access prior to 0800 is necessary, the POC will contact the CDO. **At no time may attendees visit any unassigned classroom, break/conference room or another facility without prior permission.**

➤ **Initial:** _____

6. EWTGPAC is not responsible for any items left unattended at any time. **DO NOT** leave any valuables, equipment, etc., unattended.

➤ **Initial:** _____

7. Notify N3 of any cancellations or change of dates will be accommodated, depending on availability. Cancellations or change of dates will be accommodated, depending on availability. New reservation forms may be required.

➤ **Initial:** _____

8. A signed copy of this form is to remain with the POC until the completion of the reservation. The POC agrees to brief all attendees on or before the first day of the reservation, on these rules and ensure compliance throughout the event. The POC agrees to brief all attendees on emergency evacuation plan, in the event of fire or disorder, prior to the start of the event. If not present on station, the POC will designate a representative to comply with this agreement.

➤ **Initial:** _____

I CERTIFY AND AGREE TO ABIDE BY THE CONDITIONS STATED ABOVE AND UNDERSTAND THAT FAILURE TO DO SO MAY RESULT IN MY UNIT'S IMMEDIATE AND FUTURE LOSS OF THE USE OF THESE RESOURCES.

Signed, scan and email to ewtgpac_classroomreservation@navy.mil

Point of Contact Signature: _____ Date: _____

Scheduling Official Signature: _____ Date: _____