**OSDT TRAINING FACILITY**

**2211 SCHIEFFELIN ROAD**

**MSC 4313**

**APEX, NC 27699-4213**

**Phone (919) 367-7100  Fax (919) 589-5524**

This contract is designed to ensure all Department of Public Safety employees have the privilege of using the training rooms located at the Apex Complex Facility when available. We will make every effort to accommodate your request. HOWEVER, we do reserve the right to reschedule, if necessary, in order to accommodate OSDT’s Basic Training Classes. **Please use the West Entrance to the building and sign in with Security.** As of October 1, 2010, the Apex Complex facility has been designated as a tobacco free property.

Those using the classrooms are responsible for the general care of the room and all equipment while occupying the room. Please check in and out with security. They will call Christina Jones to direct you to the classroom. She will then go over the entrance/exit facility form.

**UNSIGNED CONTRACTS WILL NOT BE HONORED**

Fax completed contract to (919) 589-5524 or e-mail mailto:OSDT\_Classrooms@ncdps.gov

For more information call: 919-376-7100

**ROOM REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Phone:** |  |
| **Agency/Division Requesting Room:** |  |
| **Date and Time Requested:** |  |
| **Type of Training:** |  | **No. of Participants:** |  |
|  |
| **ROOMS** (CHECK ONE ) |
| **[ ]**  | Basic Classroom # 229 | **[ ]**  | Basic Classroom # 235 |
|  | (Accommodates 30) |  | (Accommodates 30) |
| **[ ]**  | Multipurpose Room # 232 | **[ ]**  | In-Service Room # 224 |
|  | (Accommodates 75 to 80) |  | (Accommodates 30 to 60 depending on set-up) |
| **[ ]**  | Computer Lab Room #226 | **[ ]**  | Small Conference Room # 222 |
|  | (Accommodates 20) |  | (Accommodates 10 to 12) |

**NOTE: MUST PROVIDE OWN EQUIPMENT**

**(NO EQUIPMENT PROVIDED BY OSDT)**

**(OSDT IS NO LONGER RESPONSIBLE FOR SETTING UP TABLES AND CHAIRS)**

**Requester Signature Date Approver Signature Date**