



North Carolina Department of Public Safety Samarcand Training Academy

3600 Samarcand Road, Jackson Springs, NC 27281
Phone: (910) 466-4165

Request for Use of Samarcand Training Academy Facilities

(Psychomotor Skills Training Rooms - Please choose from the following)

GYMNASIUM MAT ROOM

FRYE MAT ROOM

NORDAN MAT ROOM

The following request form is designed to ensure your agency may be afforded the opportunity of using the Samarcand Training Academy for your training event. We will make every effort to honor your requested date(s), but we reserve the right to reschedule if necessary. Participants reserving a mat room are responsible for the general care of the room during usage and any equipment located inside the room. Mats must be cleaned with water and bleach at the completion of training. Cleaning equipment for gymnasium is located in custodial closet; cleaning equipment for Frye and Nordan is located in the men's restroom.

Please e-mail the completed request to Richard Jordan, Academy Director, at the following e-mail address: richard.jordan@ncdps.gov

1. NAME: _____

2. TELEPHONE NUMBER: _____

3. AGENCY NAME/DIVISION NAME: _____

4. DATE(S) REQUESTED FOR USE: _____

5. TIME(S) REQUESTED FOR USE: _____

(Attach additional sheet if necessary with additional dates and times)

6. CLASS NUMBER (If applicable): _____

7. TYPE OF TRAINING: _____

8. NUMBER OF PARTICIPANTS IN TRAINING CLASS: _____ (MAXIMUM – 24 STUDENTS)

I will make sure the mat is cleaned and the room is neat before I leave the mat room.

I will make sure all equipment is in place and nothing has been removed from the mat room.

I have attached a copy of the training schedule.

Training Coordinator (Printed Name)

Date

Signature