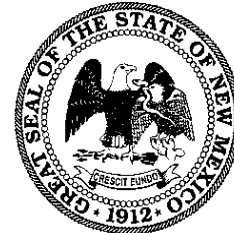


NEW MEXICO PUBLIC REGULATION COMMISSION



NEW MEXICO FIREFIGHTERS TRAINING ACADEMY

600 Aspen Rd
Socorro, NM 87801
800-734-6553 (In-state only)
(505) 835-7501
Fax : (505) 835-7506



Training Bureau of the STATE FIRE MARSHAL DIVISION

Activity/Training Request Form

The following information must be provided to the Bureau Chief or his designee before permission to use the facility is granted. PLEASE NOTE: A FACILITY USE FEE may be applicable, depending on specific requirements of the User. Please contact the Academy for more information about the FACILITY USE FEE.

Agency/Organization: _____

Date Facility Needed: _____

Projected Start Time: _____ AM / PM Projected End Time: _____ AM / PM

Estimated Number of Attendees/Students: _____ Estimated Number of Instructors/Presenters: _____

Number of Classrooms Needed: _____

Type of Activity: [] Training [] Meeting [] Other (please specify): _____

Brief description of this activity/training: _____

Agency Representative/Contact: _____

Mailing Address: _____

Phone Number: () Fax Number: ()

E-Mail or other pertinent information: _____

Are you requesting any specific Audio/Visual equipment? [] No [] Yes (Please fill out and return attached form)

Are you requesting any other type of equipment? [] No [] Yes If Yes, Please specify what equipment you will need:

NOTE: With prior arrangements, classroom seating may be rearranged as needed, but must be returned to original set-up at the conclusion of the session.

Please list any other requirements below:

Blank lines for listing requirements



* * * For Academy Use Only * * *

Approved: No Yes

Approved By: _____
Coordinator *Date*

Activity Number: _____ Facility Use Fee: No Yes: \$ _____

Instructor/Coordinator: _____
Signature *Date*

Actual Number of Attendees: _____ Actual Hours of the Activity/Training Session: _____
