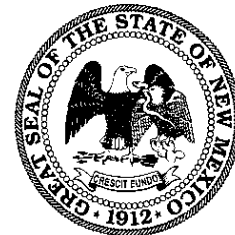


NEW MEXICO PUBLIC REGULATION COMMISSION



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:

* * * 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: _____



AUDIO/VISUAL EQUIPMENT REQUEST:

Agency: _____

Facility Use Date: _____

Date of Request: _____

The following audio/visual equipment is available in each classroom for use through the in-house video projection system. Please indicate your needs by checking the appropriate boxes.

Video Projector (screen on wall)	<input type="checkbox"/>	Computer w/3-1/2" or CD	<input type="checkbox"/>
Overhead Projector/Visualizer	<input type="checkbox"/>	35mm Projector	<input type="checkbox"/>
VHS Video Player	<input type="checkbox"/>	Wireless Mouse	<input type="checkbox"/>
I will be using my own computer and will need to hook it into the projection system. (PLEASE NOTE: The wireless mouse supplied by the Academy may not work with your computer.)			<input type="checkbox"/>

The following audio/visual equipment is available for use through non-electronic means. Please indicate your needs by checking the appropriate boxes.

Video Monitor	<input type="checkbox"/>	VHS Video Player	<input type="checkbox"/>
Overhead Projector	<input type="checkbox"/>	35mm Projector	<input type="checkbox"/>
Chalk Board	<input type="checkbox"/>	Flip Chart & Stand	<input type="checkbox"/>
Small PA System	<input type="checkbox"/>	Large PA System	<input type="checkbox"/>
Bull Horn	<input type="checkbox"/>	Portable Film Screen	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

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:
