

Please Print

# Oklahoma Regional Training Institute

6500 N Kelley Ave

Oklahoma City, Oklahoma 73111-7853

Unit, Agency, or Organization: \_\_\_\_\_

Training Event Title: \_\_\_\_\_

Event Dates: \_\_\_\_\_ to \_\_\_\_\_ # of Participants: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone #: ( ) \_\_\_\_\_

Contact eMail(s): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Classrooms Requested (See Page 2): \_\_\_\_\_

Will a caterer be used? (Circle one): YES NO

If YES, list the name of the company and delivery times for each day of the event: \_\_\_\_\_

The Oklahoma Regional Training Institute (NGOK-RTI) is an active military installation administered by the Oklahoma Army National Guard. As such, all Units, Agencies, and Organizations using the facility agree to abide by the following rules:

1. All persons, possessions and vehicles coming onto the NGOK-RTI campus are subject to search at any time.
2. Military personnel must possess a valid military identification card and are required to have it in their possession at all times.
3. Non-military personnel are required to have a valid drivers' license or state issued photo identification card and are required to have it in their possession at all times.
4. Civilian entities must provide a complete roster of attendees at least 24 hours prior to the start of the event.
5. Use of any and all tobacco products is prohibited inside the Education Building.

The NGOK-RTI has security gates that will operate automatically from 6:00 AM to 10:00 PM. After 10:00 PM you will be required to use an access card to obtain access to the campus.

### USE OF THE NGOK-RTI FACILITY

Our facility provides the use of all available classroom equipment, including Computers, Projectors, DVDs, etc. If you need assistance with the equipment, contact the Facility Manager in the Education Center room 111.

The NGOK-RTI does not provide expendable teaching supplies. All teaching supplies must be provided by the Unit, Agency, or Organization conducting the training. This also includes all printed materials and copies. The NGOK-RTI does NOT support bulk printing or copying.

Our classrooms are provided to you in a standard configuration of student tables and chairs facing the instructor workstation. If a different setup is required, you must plan for additional time and provide the personnel required to rearrange the classroom prior to your training start time. All classrooms must be returned to their original configuration at the conclusion of the training. We have vending machines available to all patrons. Food and drinks are allowed in the break area ONLY.

**The primary purpose of the Oklahoma Regional Training Institute (NGOK-RTI) is to serve the Oklahoma National Guard (OKNG). As such, all non-OKNG classroom reservations are on a "STAND-BY" status and it is understood if ANY OKNG entity requires use of the facility other patrons may be asked to accept less desirable accommodations, or may be asked to arrange for other, outside accommodations. See the NGOK-RTI website (<http://www.ok.ngb.army.mil/rti>) for the Priority of Use Policy Memorandum governing the use of our facilities.**

**I AGREE TO THESE TERMS AND CONDITIONS AND I UNDERSTAND I AM RESPONSIBLE FOR INFORMING ALL CLASS ATTENDEES OF THE FACILITY RULES.**

FOR OFFICIAL USE ONLY	
Date Received:	
Approved/Denied:	
Date Notified:	

\_\_\_\_\_  
Printed Name of Requester

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date of Request

# OKLAHOMA REGIONAL TRAINING INSTITUTE (NGOK-RTI)

## RATES

CLASSROOM	CAPACITY*	SQ FT	DAILY RATES
Auditorium 103	144 or 200**	3,636	\$430.00
Classroom 101	40	1,116	\$195.00
Classroom 102	40	1,116	\$195.00
Classroom 122	20	401	\$100.00
Classroom 124	20	401	\$100.00
Classroom 125	20	401	\$100.00
Computer Lab 109	17	605	\$150.00
Computer Lab 112	19	748	OKNG – USE ONLY

\* Classroom capacities are strictly adhered to due to fire code restrictions. NGOK-RTI staff will not provide additional tables and chairs in any classroom to accommodate a greater number of participants.

\*\*Maximum capacity for Classroom style setup (tables and chairs) is 144. Auditorium-style (chairs only) capacity is 200.

## CLASSROOM EQUIPMENT AVAILABLE

<b>Auditorium 103</b>	Instructor computer, 3- Projectors, DVD, Document Camera, Microphones, Rear-Projection SMART Board Interactive Whiteboard
<b>Classrooms 101 &amp; 102</b>	Instructor Computer, Projector, DVD, Document Camera
<b>Classrooms 122, 124, 125</b>	Instructor Computer, Projector, TV with DVD
<b>Computer Lab 109</b>	Instructor Computer & 16 Student Computers with Commercial Internet, Projector, TV with DVD
<b>Computer Lab 112 (OKNG – USE ONLY)</b>	Instructor Computer & 18 Student Computers with OKNG CAC-Login Access ONLY, Projector, Printer
<b>ALL CLASSROOMS</b>	Instructor Podium, Dry-Erase Board, Flip Chart Stand, DL Capability, Printer Access*

\*Common-access printers are available for guests' convenience; however, large-scale print jobs are NOT authorized. OKNG entities must coordinate with the J6 Publications Office ahead of time for bulk printing and publication needs. Non-OKNG organizations must arrive with adequate study materials, handouts, etc... to cover the expected number of participants. Abuse of the common-access printers will result in access being terminated.

### Classroom Reservation Inquiries:

You may find out if the classrooms and dates you want are available by contacting the Education Facility Manager at (405) 475-1505 / 1500 or by email to: [tammie.a.waldrop.nfg@mail.mil](mailto:tammie.a.waldrop.nfg@mail.mil) or [sheila.g.danker.nfg@mail.mil](mailto:sheila.g.danker.nfg@mail.mil)

### Submitting a Classroom Reservation:

1. Complete the current NGOK-RTI Reservation Request Form.
2. Send the completed request form to: email: [tammie.a.waldrop.nfg@mail.mil](mailto:tammie.a.waldrop.nfg@mail.mil) or [sheila.g.danker.nfg@mail.mil](mailto:sheila.g.danker.nfg@mail.mil) or fax: (405) 478-2744 (The request form MUST be signed)
3. Optional – You may follow up with a phone call to confirm receipt of the request.
4. You will receive an email either confirming the reservation or letting you know the request was not able to be processed.
5. Contact the Education Facility Manager IMMEDIATELY with any changes or cancellations to a reservation.

### Messages:

Messages for individuals attending class at the NGOK-RTI may be phoned in to (405) 475-1500 / 1502 / 1505 and they will be delivered to your classroom. Phone message delivery may not be available after hours or on non-drill weekends.

For classroom details, photos and other information about the NGOK-RTI, please visit our web site at: <http://www.ok.ngb.army.mil/rti>

**DO NOT USE THIS FORM FOR BILLETING RESERVATIONS!**

**For NGOK-RTI Billeting Inquiries contact:**

COM: (405) 475-1800

DSN: 628-1800

Email: [trudy.l.jones6.nfg@mail.mil](mailto:trudy.l.jones6.nfg@mail.mil)