



Training Support Center
McMahon Auditorium 719-524-8057
FreePAC 719-524-3619

PLEASE FILL IN COMPLETELY:

CHECK ONE: MCMAHON FREEPAC	
UNIT / ORGANIZATION NAME (MIL or DoD)	
POC NAME / ALT NAME (Complete w/Rank)	
WORK / CELL PHONE	ALT WORK / CELL PHONE
PLEASE CHECK: <input type="checkbox"/> MIL <input type="checkbox"/> DOD CIV	

RESERVATION REQUESTED:

Date Requested: _____ Start Time: _____ End Time: _____
Time Needed for Set-Up: _____ Time Needed for Tear-Down: _____ Number in attendance: _____
Complete Detailed Description of Function and Set-up: _____

Type of Function:

- | | | |
|---|--|---------------------|
| <input type="checkbox"/> Military/DoD Briefing/Training | <input type="checkbox"/> Town Hall Brief/Mtg | Unit Event |
| Cmty Awareness Event | <input type="checkbox"/> Other: _____ | Retirement Ceremony |

Support Requirements:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Sound/Video System | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

The McMahon or FreePac facility can be used for unit activities on a space availability basis. Reservations are subject to being changed/canceled for mission requirements. Reservation requests for unit activities require a signature of acknowledgment as an understanding of this fact. This must be accomplished before the reservation can be confirmed. Reservations should be completed by an E-6 (SSG)/GS-7 or above.

Requestor's Signature: _____ **Date:** _____

Completed reservation forms must be emailed to:

usarmy.carson.imcom-central.mesg.mcmahn-free-pac-reservations@army.mil

FOR OFFICE USE ONLY

Date request was received:	Manager approval:
Comments:	