

## Fort Riley Education Services Classroom Request Form

1. Organization / Unit:

2. Name of Event / Class:

3. POC:

Name/Rank:

Email:

Phone:

4. Date(s) of Reservation:

5. Start Time:

End Time:

6. Number of attendees:

7. Classroom preference (if applicable):

8. Notes:

Please return the completed form to [usarmy.riley.imcom.mbx.education-service@army.mil](mailto:usarmy.riley.imcom.mbx.education-service@army.mil).

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*For questions about reserving a classroom, please contact Ms. Shelley Hopper @ 520-942-2568 or email [shelley.a.hopper.civ@army.mil](mailto:shelley.a.hopper.civ@army.mil).*