

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.

For questions about reserving a classroom, please contact Mr. Jason Call @ 785-239-6481 or email jason.m.call6.civ@army.mil.