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:

9. Reservation requests that are less than 6 weeks out must have the name and signature of the BDE S-3.

   Name: Signature:

   Short notice room reservations for non-military organizations are on a case-by-case basis and scheduling must adhere to the 6-week window.

For room reservations, please contact Mr. Robert Hart at 520-692-2381 or the Education Services front desk at 785-239-6481/2332.