

DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR USE OF NETC FACILITIES

O.M.B.NO. 1660-0029  
Expires September 30, 2007

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1. CONTACT PERSON	2. TELEPHONE NUMBER (Include area code)
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3. ORGANIZATION

4. ADDRESS

5. NAME OF CONFERENCE/SEMINAR/MEETING	6. DATES	
	FROM	TO

7. ACTUAL NUMBER OF ATTENDANTS a. _____ Government employees b. _____ Non-government employees (Including guest speaker) c. _____ TOTAL	8. ACTUAL NUMBER REQUIRING OVERNIGHT LODGING a. _____ Male b. _____ Female  <b>NOTE: Lodging checks will be made payable to the National Emergency Training Center</b>	9. WILL MEALS BE REQUIRED?  <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>NOTE: Food checks will be made payable to the Food Service Contractor</b>
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10. ROOM SPACE REQUIRED

a. Meeting room       b. Breakout Rooms (number in each room)       c. Auditorium       d. Social/Evening

11. EQUIPMENT NEEDED

12. OTHER REQUIREMENTS

13. SIGNATURE	DATE
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Please return the completed form to:

**Special Groups Coordinator NATIONAL  
EMERGENCY TRAINING CENTER 16825  
South Seton Avenue**

**Phone:  
Commercial: (301) 447-1179  
FTS: 652-1179**