

# Army Support Activity Training Support Center CLASSROOM SUPPORT REQUEST

**TO:** Training Support Center, Joint Base San Antonio, FT Sam Houston, TX 78234, Attn: IMSM-TNC, (210) 221-3229 or FAX: 210-221-5383 or (preferred) email: usarmy.jbsa.asa.mbx.training-support-center@mail.mil

Request Classroom support:

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_

Time: \_\_\_\_\_ To \_\_\_\_\_

# of personnel attending: \_\_\_\_\_

Seating per classroom     RM 104A -30 seats  
                                         RM 104B -45 seats  
                                         RM 105 - 96 seats

**\* IF YOU CHOOSE TO HAVE LARGER MEETINGS OR CLASSES, ADDITIONAL CHAIRS ARE NOT AVAILABLE.**

## Attention:

**TSC OPERATING HOURS:  
0700 – 1600  
CLOSED FOR LUNCH  
1100 – 1200**

**PLEASE BE PREPARE TO EVACUATE THE BUILDING 10 MINUTES PRIOR TO CLOSING TIMES. NO EXCEPTIONS WILL BE MADE. THE BUILDING WILL BE CLOSING PROMPTLY AT 1100 AND 1600 HOURS.**

GENERAL INFORMATION				
UNIT	BRANCH	POC NAME	PHONE	EMAIL ADDRESS

Requester Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

-----Staff Only-----

Individual Completing Request: \_\_\_\_\_

Classroom Allocated: \_\_\_\_\_

Approved: \_\_\_\_\_

Cancelled: \_\_\_\_\_ No Show: \_\_\_\_\_