

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: _____