



DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

EVENT APPLICATION / VENUE REQUEST FORM

THIS FORM IS NOT TO BE USED FOR CBP NTP COURSE VENUE REQUESTS

THIS FORM IS NOT FILLABLE OR USEABLE IN A BROWSER. IT MUST BE DOWNLOADED AND OPENED IN ADOBE ACROBAT READER.

1. Application Date					
REQUEST CANNOT BE PROCESSED IF NOT COMPLETED FULLY					
2. Applicant (Full Name)			Phone Number	Email Address	
3. Point of Contact (if Different from Applicant)			Phone Number	Email Address	
4. Organization/Agency/Office (no abbreviations)					
5. Request Dates	From	To	6. Times Request	Start	End
7. Anticipated Number of Attendees		8. Executive / SES to Attend <input type="checkbox"/> Yes <input type="checkbox"/> No		8a. If Yes, how many?	
9. Event Type (Please choose all that apply, see INSTRUCTIONS for a description of each)		<input type="checkbox"/> a. Firearms Training <input type="checkbox"/> e. Meeting <input type="checkbox"/> b. Use of Force / Sim Training <input type="checkbox"/> f. Tour <input type="checkbox"/> c. Classroom Training <input type="checkbox"/> g. Maintenance <input type="checkbox"/> d. Conference <input type="checkbox"/> h. Other (Please Describe in Event Description Below)			
10. Event Title					
11. Event Description					
12. Notate any disability accommodations needed					
<p>- This form can be used to request up to 6 venues for a single event.</p> <p>- Enter a single venue request per block. Be sure to include the start and end time for each venue (if different from overall event time entered above).</p> <p>- For additional venues attach a second form and add "Continuation" to the Event Title (i.e. "Meeting - Continuation").</p> <p>- See INSTRUCTIONS for specific information to include for each venue request.</p>					

VENUE 1	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

VENUE 2	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

VENUE 3	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

VENUE 4	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

VENUE 5	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

VENUE 6	<input type="checkbox"/> A. Venue Type	B. Start Time	C. End Time
	D. Network Access Required <input type="checkbox"/> None <input type="checkbox"/> CBPNet <input type="checkbox"/> Internet / WIFI <input type="checkbox"/> Presentation <input type="checkbox"/> Teleconference		
	E. Comments		
<input type="checkbox"/> Repeat Venue and Times for Each Day of Request/Event			

EVENT APPLICATION / VENUE REQUEST

INSTRUCTIONS

IMPORTANT:

THIS FORM IS NOT TO BE USED FOR CBP NTP COURSES VENUE REQUEST

- If you need to request venues for an NTP course, please contact atceventapplication@cbp.dhs.gov
- Venue requests are processed on a first come, first served basis. CBP events always take precedence.
- All requests are subject to change or cancellation as operational needs change.
- Each form can be used to request up to six (6) venues for an event. If you require more than six venues, submit as many additional forms as necessary (notate as "Continuation" in Sect 10 on first page).
- If you have questions on any venues and available resources, please request the current *Facility Resource Catalog* from atceventapplication@cbp.dhs.gov

GUIDANCE FOR FORM FIELDS:

1. Application Date: Date form submitted to the Scheduling Team. This auto populates to today's date.
 2. Applicant Name: Full name of person submitting the request. Include a good contact number and email address. These fields are mandatory.
 3. Point of Contact Name: Full name of the person that will serve as the Point of Contact for this event that will be able to answer any questions or provide guidance for the scheduling team. Include a good contact number and an email address. *If this is the same as the Applicant, these fields can be left blank.*
 4. Organization / Agency / Office: Use complete name of the organization/agency/office, NO abbreviations.
 5. Requested Dates: Select a start date and an end date for the event.
 6. Times Requested: Daily start and end times for the event.
 7. Anticipated Number of Attendees: How many attendees are anticipated to attend this event daily.
 8. Executive / SES to attend: Select the appropriate box if Executives or SES personnel are expected to be in attendance (even if to "drop in"). Names will be requested later in the process.
 9. Event Type:
 - a. *Firearms Training* - Live fire training or qualifications on a firing range.
 - b. *Use of Force / Sim Training* - Training on use of force or tactical training WITHOUT live fire. This can include simulated rounds and tactics training.
 - c. *Classroom Training* - Classroom based training.
 - d. *Conference* - A large (26 or more) gathering for the purposes of discussion or specialty training (i.e., Leadership offsite, divisional meeting, etc.)
 - e. *Meeting* - A small (25 or less) gathering to discuss issues or promote ideas. (i.e.-budget planning, team meeting, etc.)
 - f. *Tour* - A guided tour of the ATC or one of the tenant commands.
 - g. *Maintenance* - Venue(s) to be reserved for scheduled and/or routine repairs / upgrades.
 - h. *Other* - Anything that does not fit into another category (please specify in the Event Description field) i.e., helipad usage, specialty hybrid training, etc.
 10. Event Title: What is this event being called. Be sure to notate if this is a continuation of a request.
 11. Event Description: A brief description of the purpose of the event (this can assist the Scheduling Team with selection of venues and help determine the best fit for the event).
 12. Notate any disability accommodations here: If any attendees require any special accommodations, please include information on the accommodation here. If additional space is needed, continue in section 11 (Event Description), or an email to atceventapplication@cbp.dhs.gov
- A. Venue Type (see the current *Facility and Resource Catalog* for additional information)
- a. Classroom
 - i. Example for Comments Section: "Classroom - 36 seat"
 - b. Computer Lab
 - i. Example for Comments Section: "Computer Lab - 42 seat"
 - c. Firing Range (All ranges are restricted to 12 firing points maximum)
 - i. 25yd or 100yd
 - ii. See FIRING RANGE section below for additional notes.
 - iii. Include range options such: Pistol, rifle, shotgun and if a range briefing is needed (first visit only) in the Comments Section
 - iv. Example for Comments Section: "Range - 25yd, pistol and shotgun, no briefing needed."
 - d. Auditorium
 - i. One 75-seat auditorium

e. Conference / Meeting Room

- i. Venue contingent on number of attendees
- ii. Include any needs such as Polycom, Video teleconference, presentation needs, etc.
- iii. Example for Comments Section: *"Meeting room for 12 people with video teleconference capability"*

f. Non-Lethal Training Area (NLTA) / Scenario Based

- i. Land border Port of Entry, grassy field, sim round shoot house, Airport, hotel/motel, running track, Pepperball/FN Range, cover course, mat rooms, and "Back 40".
- ii. See NLTA / SCENARIO-BASED TRAINING section below for additional notes.
- iii. Example for Comments Section: *"Hotel/Motel, safety briefing needed"*

g. Mat Rooms

- i. Example for Comments Section: *"Mat Room for quarterly less lethal recert - 6 attendees"*

h. Helipad

- i. Include in Comments Section: landing time, take off time, purpose, Pilot's contact info, etc.

i. Other: Media/Tour

- i. Please ensure as much information is provided concerning Media Groups/Tours as possible; to include special needs, points of interest, etc.
- ii. Media/Tour groups must have a primary and alternate POC that will assist in coordinating clearance with ATC Security, International Affairs, etc. for members of the group.

B. Start Time: time you would like to start training at this venue.

C. End Time: time you will complete training at this venue.

D. Network or A/V Required:

- a. None - No network or A/V needs
- b. CBPNet - Access to CBPNet (either hard wired or via Wi-Fi)
- c. Internet / Wi-Fi - Access to non-CBPNet (or open) connection to the internet
- d. Presentation - You will need the ability to connect a laptop to present material to the group.
- e. Teleconference - You will need the ability to have a Microsoft Teams or similar ability in the room for external personnel (two-way communication).

E. Comments: Any information that clarifies any of the above or provides additional information to the Scheduling Team. If this is a multi-day event, indicate what day you need this venue.

F. Mark the check box if this venue is to be requested for each day of your event (for multi-day events). If the box is not marked, the venue will only be reserved for the date indicated in the comments.

CLASSROOMS, CONFERENCE ROOMS AND COMPUTER LABS

- All classrooms and computer labs have overhead projectors and computer podiums with laptop connections.
- The Auditorium is a fixed 75-seat (theater style) room with a stage, projector, screen, and computer.
- Smaller Conference Rooms have varied equipment and seat between 8 and 18 (email for availability)

FIRING RANGE

- Identify what type of weapon(s) you will be using in the Comments section so that the proper range may be assigned.
- Any use of the ATC Firearms Ranges requires the completion of a Range Safety Briefing for all instructors at least every two (2) years provided by a Range staff member.

NLTA / SCENARIO BASED TRAINING AREAS AND MAT ROOMS/OUTDOOR AREAS

- Any use of the ATC NLTA area requires the completion of a Safety Briefing for all instructors at least every two (2) years provided by an ATC staff member.
- No live fire of ammunition is allowed in ANY of the NLTA areas. Live fire is only authorized on firearms ranges.
- If you require additional information about these areas, contact Scheduling Operations at 304-724-5800

FINAL NOTES

- Select a type of venue that best suits your needs, use the comments to clarify or add additional information.
- Additional Requirements: provide additional requirements not addressed in any other section in the Comments box for that venue.
- The Advanced Training Center (ATC) does not provide: Office supplies, copying of materials, coffee & refreshments, set-up of venues, tear down of venues, lodging, or shuttle service.