

# PRONGHORN CENTER RESERVATION FORM

Revised January 2023



## Reservation Information

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_ (i.e. CC Call, Training, Briefing)

Actual Event Times: Start \_\_\_\_\_ End \_\_\_\_\_ (set-up is 30 minutes prior unless otherwise arranged with BHG personnel. BHG personnel may not be present to help with set-up tear down due to military funeral honors and training.)

POC Name: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

POC Contact Info: Phone \_\_\_\_\_ Email \_\_\_\_\_

Number of attendees (approx.) \_\_\_\_\_

Check this box if you require use of the computer and projector

Check this box if you require sound from the computer to play over the speakers

Check this box if you require a hand-held wireless microphone

Check this box if you require a wireless lapel microphone

The media setup at the Pronghorn Center is a .mil laptop connection and to a projector. **PLEASE BRING YOUR OWN LAPTOP, IF POSSIBLE.** Sound for the computer is sent to the sound system through a wireless microphone with a 3.5mm adapter. If you are showing PowerPoint slides, movies, or other media we recommend the following:

- If it is the first time you will be using your laptop to log-in at the Pronghorn Center please keep in mind that first time log-in and sound set-up can take 5-15 minutes.
- Files saved to your personal drive ON THE LATOP will be the fastest route to get your presentation up and running, or if laptop has capability, we highly recommend using a disc. Storing it on a shared drive is the second fastest option. Having files saved in your email will take a long time to pull up as you will have to set up your email if you are using this computer for the first time, and your inbox will have to load from the server even if you have used this computer before. The network connection at the Pronghorn Center is known to be slow.

## Pronghorn Center Use Guidelines

- I understand that I am responsible for the facility for the entirety of my reservation
- I will ensure that the facility will be left in good condition, and understand that I am responsible for any and all time damages or cleaning fees that may result from mistreatment of the facility. I will ensure that all supplies brought in will be cleaned up and removed from the facility (note: confetti and/or glitter are not allowed in or near the facility at any time.)
- I will ensure facility is thoroughly cleaned before departure: swept, mopped, vacuumed, and trash taken out.
- I understand that the time I request must reflect adequate set-up and tear-down time, and that, if available, Honor Guard staff will meet me to open the Pronghorn Center & test equipment needed for event 30 minutes before event "Start" time.
- I will ensure that equipment is utilized properly and understand that I am responsible for any and all damage or replacement fees that result from mistreatment of equipment or facilities.
- I will ensure that children under the age of 16 are supervised at all times inside the facility.
- I understand that this is a professional development and training facility, and as such there is a NO ALCOHOL policy in effect for the Pronghorn Center to include attached bathroom, areas, facilities, property outside, curbs, and parking lots.
- I understand that any changes to this reservation must be made at least 24 hours in advance and any equipment I do not request will not be made available at the last minute.
- I understand that I must contact the Pronghorn Center at least **THREE DAYS PRIOR** to the event start date to confirm the reservation still stands

By filling out and submitting this form you indicate that you have read and understood the entirety of its contents. Violations will be routed accordingly through chain of command and may prohibit any future reservations.

POC Signature \_\_\_\_\_

For more information contact: jermon.nelson@us.af.mil 307-773-2686

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

Outlook Calendar: \_\_\_\_\_

Uploaded to BHG: \_\_\_\_\_