

PRONGHORN CENTER RESERVATION FORM

Revised January 2026

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 Program Manager or the ALS Commandant)

POC Name: Primary _____ Secondary _____

POC Contact Info: Phone _____ Email _____

Number of attendees (approx.) _____

Check this box if you require use of the projector

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

Check this box if you require a hand-held wireless microphone (requires 9V battery)

The media setup at the Pronghorn Center is a n HDMI connection to a projector. **PLEASE BRING YOUR OWN LAPTOP.** 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 set-up can take 5-15 minutes.
- Files saved to your personal drive ON THE LAPTOP will be the fastest route to get your presentation up and running, or, if laptop has capability, we highly recommend using a disc. There is no network connection for the media area
- The Pronghorn Center does not have Wi-Fi or .mil connection.
- There is not Printing capability for the Pronghorn center.

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 the **Pronghorn Center opens at 0800.** The time I request must reflect adequate set-up and tear-down time no earlier than 0800. I will adjust the "start time" & test equipment 30 minutes before event.
- 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 or TOBACCO** use policy in effect for the Pronghorn Center to include attached bathroom, facilities, property outside, 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: alexandro.ramos@us.af.mil 307-773-2686

Approved by: _____

Outlook Calendar: ___ Uploaded to Reservations ___