**Classroom Request**

Carroll County Public Safety Training Center will schedule training programs in the interest of all ambulance, fire, and rescue companies to the extent that Carroll County Public Safety Training Center and Maryland Fire and Rescue Institute staff, time and budget will permit and applies to any department or organization both in and outside of Carroll County.

Advanced scheduling allows priorities to be established. To ensure that classrooms and various other structures are available at the proper times, it is imperative that the user schedule the area needed as soon as possible.

Scheduling of Training Center use will be by request from the Fire Department EMS Officer, Fire Officer, Class Instructors, and Department Heads within County Government or by the person in charge of other departments or businesses in the area. Fire Departments outside Carroll County who have a training division will schedule use through that agency. The Training Center opens at 7:00 am and closes at 11:00 pm.

**Questions concerning the Training Center usage can be answered by contacting the Training Center Manager at 410-848-1488 Extension 206.**

The Training Center is intended primarily to support the needs of the Carroll County Emergency Services. The Training Center will be shared with Maryland Fire Rescue Institute and other Carroll County agencies as well as other Emergency Service’s on an “as available” basis. Maryland Fire Rescue Institute has priority over other classes to insure certifications are met in a timely manner. Priority order is determined by a request for use and as it is received by the Training Center Manager.

It is the responsibility of the Class Instructor, Fire Officer, EMS Officer, or Training Officer of each department to insure the Training Center is used and restored to acceptable condition. For all other department’s or agencies this responsibility extends to the person in charge of their program. Everyone is charged with the responsibility of maintaining a safe working and training environment.

Individuals or Departments may be held financially accountable to the County for damages to the facility due to negligence or abuse. The Training Facility Management Committee (TFMC) reserves the right to deny use of the facility for failure to follow these procedures. Appeals to the committee recommendations will be reviewed on a case by case basis. The TFMC and the County Commissioners reserves the right to assess a fee for the use of the Training Center.

 **USE OF CLASSROOMS:**

The means to access the facility will be provided to individuals when they schedule use.

Classrooms will be returned to proper order before exiting the facility. Trash shall be placed in proper containers, including soft drink bottles and cans. Turn off all lights, set HVAC to predetermined level and secure building before leaving. Noncompliance with these regulations may be cause for denial of future use of the facility.

**Use of Carroll County Public Safety Training Center Request Form**

**Organization Contact Information:**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of use (if multiple dates please list all dates needed):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of use: Start:** \_\_\_\_\_\_\_\_\_\_**End:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Number of students/guest attending:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicate what training areas are being requested:**

**Classroom\_\_\_\_\_\_\_\_\_**

**Conference Room\_\_\_**

**Auto-X Pad\_\_\_\_\_\_\_\_**

**Burn Building\_\_\_\_\_\_\_**

**LP Gas Prop\_\_\_\_\_\_\_\_**

**Maze\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sprinkler Lab\_\_\_\_\_\_\_**

**Training Tower\_\_\_\_\_\_**

**Send Request Form to Training Center Manager at:**

**Email:** **tcm@ccvesa.org**