

Request for Camp Ashland Training Grounds or Event

Date of Request:		Staff Member:	Unit Name:
Member(s) name making request:			
If this is a joint activity with another unit/state/agency- name all involved:			
Training date(s):		Alternate Training date (s):	
Activity will involve:			
POC: (Name, Rank)		Phone:	
Unit:	Email Address:		
Arrival date & time:			
Departure date & time:			
Estimated number of people	# Males:	# Male Cadets:	# Male SM's
	# Females:	# Female Cadets:	# Female SM's:
			Time during day building needed
Wing Buildings	407:	408:	409:
# Classroom(s) Needed	yes	no	
Mess Hall for cooking	yes	no	
Mess Hall for meeting only	yes	no	
Memorial Hall - Bldg 50	yes	no	
Rappelling (need certification)	yes	no	
Mile Run	yes	no	
Sand Volleyball Court	yes	no	
Pavilion by Gate	yes	no	
Billeting in Barracks	yes no	# Male Cadets:	#Male SM's:
		# Female Cadets:	# Female SM's:
Timeframe for scheduling events at Camp Ashland:			
All requests must be made for activity prior to event taking place, as soon as practical, for approval must be obtained from Camp Personnel. Once approval is obtained, POC will be contacted by email with further information requests if necessary.			
1 week prior to the event to Wing Administrator: Agenda or schedule of events; Attendance list of all personnel, including rank if applicable, caters & guests that will need access to the base.			
Arrangement to pick up any building keys must be made with Wing Administrator but can be obtained from camp personnel at time of safety briefing prior to the activity. Building walk-through & returning of keys upon departure with base personnel is responsibility of activity POC			
Charges for any buildings other than Wing Buildings will be billed to the unit after the event for total number of people in attendance and number of days.			