U.S. Fish and Wildlife Service

National Conservation Training Center

Scheduling and Events Management (SEM)

698 Conservation Way

Shepherdstown, WV 25443

Phone: (304) 876-7220

Web site: nctc.fws.gov

E-mail: nctc_semteam@fws.gov

<u>Office Use Only</u>
Facilities Approved

EVENT APPLICATION   (Revised 08/19)

Please complete each section, including billing, and e-mail to **nctc_semteam@fws.gov**. **We are unable to process incomplete applications. Applications *may* not be accepted less than 30 days prior to an event.** If the requested information does not apply to your event, please mark the section as N/A.

1. Event Information	Current Date:

Event Title: _____

Sponsoring Agency/Org: _____

Event Coordinator: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Backup Coordinator: _____

2. Billing/Payment Method	Event Code:

Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement (IA), IPAC billing, FWS transfer, NCTC transfer or credit card. Other agencies/ organizations must pay via check or credit card.

Our standard payment method requires your agency/organization to pay for facility rental costs only and participants pay upon checkout for lodging, meals, shuttle and incidentals.

BILLING CONTACT INFORMATION REQUIRED TO PROCESS EVENT APPLICATION

Billing Contact Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Will your agency/company pay for facility rental costs as *well* as selected participant expenses? ○ Yes   ○ No

Please make a selection for each category:	**Master Bill**	**Individual Pay**	**Combination**
Participant Meals/Lodging:	○	○	○
Offsite/Commuter Guest Meals:	○	○	○
Shuttle:	○	○	○
Incidentals:	○	○	○

2. Billing/Payment Method (continued)

Billing Method (check one):

○ IA/IPAC Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol ***

○ FWS Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol**

○ Check - **PROVIDE TAX ID, DUNS Number**

○ Credit Card - **PROVIDE Credit Card Information**

   * For IA/IPAC Provide Account Number with 10 digit fund number.

Cardholder Name: _____

Card Billing Address: _____

Card Billing City: _____ Card Billing State: _____ Card Billing ZIP: _____

Credit Card Number: _____ Exp. Date: _____

Cardholder Email: _____

TAX ID:	_____	IA/IPAC Transfer, FWS Transfer, Check
DUNS #:	_____	IA/IPAC Transfer, FWS Transfer, Check
Agency Location Code:	_____	IA/IPAC Transfer, FWS Transfer
Account Number *:	_____	IA/IPAC Transfer, FWS Transfer
Treasury Symbol:	_____	IA/IPAC Transfer, FWS Transfer
Obligating Doc #:	_____	

3. NCTC Cancellation/Billing Policies

Event or Classroom/Facility Cancellation Policy: NCTC must be notified in writing in cases where an entire contracted event is canceled. Clients, including FWS Service employees, who cancel their entire event, drop a significant portion of their lodging block, or drop classrooms, agree to pay lost facility rental revenue. Penalty fees are assessed between either the check-in or start date and the date of cancellation as follows:

   8 weeks or less - **100%** (may be charged for no-shows)

Classroom penalties are based on the classroom rental fee. A participant or organization may substitute another individual at any time to avoid a lodging cancellation penalty. Meals and Lodging penalties will be assessed at the full per diem rate.

Guest Room Blocks: An organization holds a reserved room block when on-site lodging rooms are contracted. **The Event Coordinator is responsible for submitting a final Participant List no later than thirty days prior to the start of the event to prevent becoming subject to loss of a room block.** A Participant List contains each attendee's full name, lodging designation (on-site, off-site, or commuter), lodging/attendance dates, and daily meal counts for off-site/commuter attendees. After the Participant List is submitted; individual participants, including instructors, facilitators, interpreters, and speakers must call **Hotel Reservations at (304) 876-7900** to guarantee their room by credit card.

4. Agenda (Please provide separately a *thorough* day-to-day agenda)

Check-in Date: _____ **Check-in time is between 1 p.m & 9 p.m., checkout time is until 12 p.m.**

Event Start Date: _____ Time Event Starts on First Day: _____

Event End Date: _____ Daily Start/End Times: _____ to _____

Checkout Date: _____ Time Event Ends on Last Day: _____

5. Participants (Please provide separately a list of participant names and affiliation)

Number of Requested On-site Lodging Rooms: _____ Total Participants Expected: _____

Please include your instructors and facilitators in your requested room block.

Number of Participants Staying Off-site: _____ Number of Participants Commuting: _____

Off-site lodging, directions, and maps may be obtained from our web site at nctc.fws.gov

6. Break/Meal Schedule

Breakfast is served from 6:30 - 8:30 a.m.

Lunch is served between 11:30 a.m. - 1:00 p.m _____ please note time

Dinner is served from 5:30 - 7:30 p.m.

Break Service: Break service is provided as part of your facility rental (Auditorium Excluded). Check one each for morning and afternoon.

Morning Break: ○ 9:30 - 10:00 a.m.   ○ 10:00 -10:30 a.m.

Afternoon Break: ○ 2:00 - 2:30 p.m.   ○ 2:30 - 3:00 p.m.   ○ 3:00 - 3:30 p.m.

Break Services served outside scheduled times will be **assessed an additional fee.**
Break Services served in locations other than standard break stations, such as the Auditorium or Gym, **are assessed $2.50 per person/per break**.

7. Meals and Lodging

Participants who lodge on-site must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of check-out. Guests who lodge off-site or commute may elect to take their meals a la carte or purchase a lunch pass. **Off-site groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change without prior notification).

Meals and Lodging Package Rates for On-site Participants:

$146.00/person/day

Lunch for Off-site and Commuter Participants:

Number of People: _____   Number of Days: _____

Do you require bagged meals?   ○ Yes   ○ No   If Yes, please submit Bag Breakfast and Lunch Order Form **no later than 72 hours in advance.**

8. Catering (Please see the NCTC Catering Guide and Order Form for prices and policies)

Will you be requesting special catering such as socials, dinners, or picnics?   ○ Yes   ○ No

If Yes, please submit a Catering Order Form **no later than 14 days** prior to the start of the event.

9. Logistical Setups/Services

Standard Classroom setup includes:

- Rectangular tables - Desktop computer connected to classroom projection system - High-back student chairs - Two easel flip charts on stands - Conference phone	- One access point for internet connectivity (additional connections available by request) - Instructor table - Dry erase whiteboard - TV/DVD w/Satellite - Computer-ready rear-screen video projection system

Standard Seminar Room setup includes:

- Oval table - One easel flip chart on stand - Dry erase whiteboard	- High-back student chairs - Conference phone - AV equipment **NOT** included

Event sponsors can be held fiscally responsible for electronic equipment that is damaged, lost, or stolen.

The standard equipment setup and use cost is included in the facility rental.

9. Logistical Setups/Services (continued)

If you require additional services or equipment beyond the standard setup, choose them below. **Additional fees may be assessed.**

☐ Class Photo ☐ Security ☐ Fire Ring ☐ Alternate Break Location ☐ Alternate Break Time ☐ Weekend/Eve. AV Assist.

10. Additional Setup Needs

☐ 6 ' Registration Table Choose Location ☐ Main Entry ☐ Commons

☐ Display Table(s) Choose Location ☐ Main Entry ☐ Commons ☐ Instructional East ☐ Instructional West

☐ Dining Hall Dividers ☐ Lectern ☐ Flip Charts (extra)

☐ Video Conference ☐ Audio Conference ☐ Wooden Easel

11. Facility Rental

Please see Section 9 for standard amenities in each classroom.

Facility	# of Days	One Day Rate as of Oct 2019	Set Up (Choose One)
24-Seat Class		$765	○Rounds ○Theatre ○Chevron ○Standard ○U-Shape ○Pods ○Other
36-Seat Class		$881	○Rounds ○Theatre ○Chevron ○Standard ○U-Shape ○Pods ○Other
45-Seat Class Tiered/U		$1,066	Tiered Only
45-Seat Class		$979	○Rounds ○Theatre ○Chevron ○Standard ○U-Shape ○Pods ○Other
60-Seat Class Tiered		$1,114	Tiered Only
8-Seat Seminar		$217	$55 when accompanied by classroom rental
14-Seat Seminar		$366	
Small Computer Classroom		$966	Complete a **Computer Lab** Request
Computer Classroom		$1,229	Complete a **Computer Lab** Request
GIS Classroom		$1,453	Complete a **Computer Lab** Request
Aquatic Resources Lab (G21L)		$1,777	Complete a **Science Lab** Request
Biomedical Lab (121L)		$1,923	Complete a **Science Lab** Request
Biology Lab (218L)		$1,341	Complete a **Science Lab** Request
Gymnasium		---	Cost based on requirement
Full Day Auditorium - Full Day		$2,237 Base	Breaks billed separately $2.50 per person per break
Auditorium - Weekend - Full Day		Base + $400	Breaks billed separately $2.50 per person per break
Gallery 60+ Seat		$1,250	Chevron Standard
Event Gallery 45 Seat Class		$979	Rounds U-Shape
Gallery (Evening)		$400	Theatre Other:
Lemon Fire Ring		$100	N/A
Commons Fire Ring		---	N/A

12. Shuttle - Shuttle Services and fees are subject to change. Contact Hotel Reservations for more information.

If you or your participants desire standard shuttle service, contact **Hotel Reservations** at (304) 876-7900 **no later than 14 days prior to the start of the event.**
Office hours are M-F, 8 a.m. - 6 p.m. The fax number is (304) 876-7910 and the TTY number is (304) 876-7201.

Standard Shuttle Schedule:

Sunday or Monday Federal Holiday Arrivals	**Friday Departures**
Depart Dulles at 1 p.m., arrive NCTC at 3 p.m.	Depart NCTC at 1:30 p.m., arrive Dulles at 3:30 p.m.
Depart Dulles at 4 p.m., arrive NCTC at 6 p.m.	Depart NCTC at 4:30 p.m., arrive Dulles at 6:30 p.m.
Depart Dulles at 7 p.m., arrive NCTC at 9 p.m.	

The shuttle fee is $100 and secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Shuttle Cancellation Policy: All participants, including FWS and partner employees, must cancel their shuttle reservations **no later than 48 hours prior to the start of the event.** Otherwise, the credit card used by the participant to guarantee room reservations or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. Note: Rates are subject to change.

Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests: For more information regarding non-standard shuttle services contact Scheduling and Events Management at (304) 876-7220.

13. Attire/Directions

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Maps/directions are provided upon request or can be accessed at http://nctc.fws.gov.

14. Facility Sustainability Fee

Effective October 1, 2012 NCTC's overnight accommodation charge will increase by $15.00 per night. While the per diem covers guest food and lodging, it does not include many costs for green improvements and state-of-the-art support such as campus-wide wireless. This additional fee is necessary to continue operating an effective training and conferencing facility in a fiscally responsible manner.

This fee has been pre-paid for all FWS employees and will not be charged to them on an individual basis.
For all non-FWS guests, this fee will be billed along with room charges at the time of check-out. Non-FWS Federal employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage, miscellaneous fee.

Please contact the NCTC Scheduling and Events Management at 304-876-7220 for questions regarding rates and assessments.

15. Conduct on the NCTC Campus

NCTC strives to create and maintain a professional environment where people are treated with dignity, decency, and respect, and are free from discrimination and harassing conduct. The NCTC expects everyone on campus, guests and employees, to engage in conduct that displays proper decorum for maintaining the public trust at a Federal facility. Proper decorum includes a professional level of behavior and respect for individuals and property expected of all Federal employees in a professional setting per the Personnel Bulletin 18-01, Prevention and Elimination of Harassing Conduct. Behavior not consistent with the public trust will not be tolerated. The NCTC leadership will be notified about incidents of misconduct.

I agree to conduct myself with proper decorum while on NCTC campus.

16. Signatures

Event Coordinator Name (please print) _____

Event Coordinator Title (please print) _____

Event Coordinator Signature ** _____

Signature Date (MM/DD/YYYY) _____

** If you are sending this application electronically, your e-mail is considered a valid authorization and understanding of the terms of this application.