NEW HAMPSHIRE DEPARTMENT OF SAFETY
Division of Fire Standards & Training and Emergency Medical Services
Richard M. Flynn Fire Academy
Mailing: 33 Hazen Drive, Concord, NH 03305
Location: 98 Smokey Bear Blvd, Concord, NH
Phone: 603-223-4200 **Fax:** 603-271-1091 **Toll Free:** 1-800-371-4503

Academy Use Only

Facility Reservation/Utilization Request

Requesting Organization	Date(s) Requested
Address	Time(s) Requested

Telephone	City	Zip Code
Contact Person	Title/Position	Number of Attendees

Activity Description

How does this use relate to the mission of the fire service? (MUST BE COMPLETED FOR CONSIDERATION!)

BE SURE TO READ THE RULES AND REGULATIONS FOR USE OF THE ACADEMY!

Are you charging for this activity? ☐ Yes ☐ No

Classroom set-up: ☐ **POD style** ☐ **Box style** ☐ **U-Shaped style** ☐ **Classroom style**

Are you requesting to use a caterer at our facility? ☐ Yes ☐ No (If yes, complete the area below)

Caterer's name and telephone number.

Signature of applicant: _____ Date: _____
Request taken by: _____ Date: _____
Director approval: _____ Date: _____

(Reservation Clerk Use Only)

Date(s)	Room(s)	Time

Charges: After hours: _____ Final Facility Check: _____
Set up: _____
Clean up: _____

Distribution: Director: Administration: Maintenance: Deputy Chief:
FacRes(11/98)

Revised: 3/26/09