

**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:** 603-271-2661 **Fax:** 603-271-1091 **Toll Free:** 1-800-371-4503

Academy Use Only
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## 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!)		

**FOOD AND DRINKS ARE NOT ALLOWED IN THE CLASSROOMS!**

Are you charging for this activity?                      \_\_\_\_\_  
Yes                      No

**Classroom set-up:**                      \_\_\_\_\_ **Box style**                      \_\_\_\_\_ **U-Shaped style**                      \_\_\_\_\_ **Classroom style**

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

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Caterer's name and telephone number.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Request taken by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director approval: \_\_\_\_\_ Date: \_\_\_\_\_

**THERE IS NO FOOD, COFFEE OR SODA ALLOWED IN THE AUDITORIUM OR ANY OF THE CLASSROOMS.**

**(Reservation Clerk Use Only)**

Date(s)	Room(s)	Time

Charges:                      After hours: \_\_\_\_\_                      Final Facility Check: \_\_\_\_\_  
    Set up: \_\_\_\_\_  
    Clean up: \_\_\_\_\_

Distribution:                      Director:                      Administration:                      Maintenance: