

**New Hampshire Department of Safety
Division of Fire Standards and Training & Emergency Medical Services**

Mailing: NHFSTEMS, 33 Hazen Drive, Concord, NH 03305

Physical: 98 Smokey Bear Blvd., Concord, NH

Phones: (Toll free) 800-371-4503 (Local) 603-223-4200 (Fax) 603-271-1091



Dormitory Reservation Form

DORMITORY CHECK IN TIME IS AT 6:00PM.

Section 1: GUEST CONTACT INFORMATION

First Name		M.I.	Last Name	
MAILING ADDRESS:	Street			
	Town/City		State	Zip
Best contact phone #:			Email:	
Agency / Department represented:				

Section 2: COURSE INFORMATION

Class/Activity attending:	Start date:	End date:
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Section 3: ADDITIONAL INFORMATION (Please fill out completely.)

Date of Arrival:	Time:	Date of Departure:	Time:
Emergency Contact Name:		Emergency Contact Phone:	
Special/Medical/Handicap Considerations:			

Section 4: FEE INFORMATION

- **Dormitory stays are FREE for IN STATE FIRE SERVICE AND EMS MEMBERS!**
- **\$40.00 per night fee for all others**
 - * Payment must be secured PRIOR to your stay.
 - * Please fill out both pages of this form (Reservation and Payment) if you are paying on your own with a credit card, check, or money order.
- **\$25.00 fee for lost keys**

Section 5: BILLING (Please fill in this section if your department/agency is to be billed.)

Name of department/agency:		Contact Person:	
MAILING ADDRESS:	Street/PO Box #:		
	City/Town	State	Zip

OFFICE USE ONLY

Room #:	
Arrival Date:	Departure Date:
Key Issued:	Key Returned:

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Dormitory Payment Information Form

NOTE:

Please fill out both the Dormitory Reservation Form (pg. 1) and the Dormitory Payment Information Form (this page) if you are paying on your own for your dormitory stay using a check, money order, or credit card.

Section 1: GUEST INFORMATION

First Name		M.I.	Last Name	
Best Contact Phone Number:			Email:	
Date of Arrival:	Time:	Date of Departure:	Time:	

Section 2: PERSONAL PAYMENT INFORMATION

- Check off one method of payment listed below.
- Please make checks or money orders payable to NHFSTEMS and mail to NHFSTEMS at the address listed on the top of this form.

<input type="checkbox"/> Personal Check	
<input type="checkbox"/> Money Order / Bank Check	
<input type="checkbox"/> Credit Card	

We will contact you for payment information when you request gets confirmed

FOR OFFICE USE ONLY: