

Albright

TRAINING CENTER

National Park Service
US Department of the Interior

1 Albright Avenue, PO Box 477
Grand Canyon, AZ 86023
PH: 928.638.7981 ■ FX: 928.638.2953



FACILITY USE REQUEST

Permit Number:

AVAILABLE FACILITIES (check all that apply)			
<input type="checkbox"/>	Classroom 1	<input type="checkbox"/>	Arrowhead Conference Room
<input type="checkbox"/>	Classroom 2	<input type="checkbox"/>	Bison Breakout Room
<input type="checkbox"/>	Classroom 3 (also used as break room)	<input type="checkbox"/>	Sequoia Breakout Room
<input type="checkbox"/>	All Kowski Hall	<input type="checkbox"/>	Karraker Lounge (Bldg. D, includes full kitchen facility)
<input type="checkbox"/>	Lodging (complete lodging section below)	<input type="checkbox"/>	Amount of Apartments Requested

REQUESTOR INFORMATION	
APPLICANT	
ORGANIZATION	
ADDRESS	
PHONE	
EMAIL	
AFFILIATION (if none apply, use last box)	National Park Service
	Organization with formal NPS Partnership
	Grand Canyon Community Organization
	Other Federal Agency
	State, Local, or Tribal Government

EVENT INFORMATION			
NAME OF EVENT			
EVENT DATE(s)			
PURPOSE (description of proposed activity)			
PARTICIPANTS			
EQUIPMENT			
SET UP	DATE		TIME
ACTIVITY BEGINS	DATE		TIME
ACTIVITY ENDS	DATE		TIME
REMOVAL/CLEANUP	DATE		TIME

LODGING INFORMATION	
ARRIVAL DATE	
DEPARTURE DATE	

SPECIAL REQUESTS (use this section to request specific facility use dates (i.e., Karraker lounge) or any special requirements / services / requests)

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Facility Use Request

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FACILITY OPERATING HOURS POLICY	
Normal operating hours for the Albright Training Center are from 7:30 AM to 5:30 PM, Monday through Friday, excluding federal holidays. Any use at times outside these hours requires an Albright Training Center employee to be on duty. Personnel and related costs outside normal operating hours will be charged to the permittee on a cost-recovery basis.	
BREAKROOM / BEVERAGE POLICY	
Use of the Albright Training Center includes use of the break room but does not include the cost of coffee, tea, and other refreshments. Users are expected to pay for consumables as posted. The Albright employee association offers hot beverage service for \$5 per week or \$1 per day (donation coffee can in breakroom). Hot beverages include coffee, assorted black and green teas, hot cocoa, and apple cider. Soda vending machines are located in the break room and in Apartment Building D.	
APPLICATION POLICY	
Submission of an application does not imply that the National Park Service will issue a permit. Permits will be denied if the proposed activity is contrary to National Park Service laws, regulations, or policies or otherwise impair or interfere with Albright Training Center operations, Grand Canyon National Park resources, or public use and safety. A permit may be revoked or revised by the Albright Training Center Superintendent at any time. National Park Service Learning and Development programs will take precedence over all other uses of the Albright Training Center facilities. Your permit or use is subject to cancellation if subsequent events render it necessary to use Albright Training Center for National Park Service Learning and Development functions.	
REQUESTOR SIGNATURE	
The applicant, by his or her signature, certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given. The person or organization named on this application acknowledges responsibility for payment of all reimbursable costs and other expenses related to this application and subsequent permit.	
<i>Signature</i>	<i>Date</i>
APPROVAL PROCEDURES	
Return completed and signed Application to: Facility Use Coordinator HORACE M. ALBRIGHT TRAINING CENTER PO Box 477, Grand Canyon, AZ 86023 Phone: 928.638.7982 Email: Victoria.Allen@nps.gov	
PAPERWORK REDUCTION ACT STATEMENT: This information is being collected to allow the park manager to make a valued judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed.	
ESTIMATED BURDEN STATEMENT: Public reporting burden for this form is estimated to average 30 minutes per response, including the time it takes to read, review instructions, and complete the form. Please direct comments regarding this burden estimate or any aspects of this form to the National Park Service Program Manager, Special Park Uses, Ranger Activities Division, 1849 C Street NW, Washington DC, 20240. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.	
INTERNAL USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (see explanation below)
<i>Superintendent Signature (or designee)</i>	<i>Date</i>