



**Training Support Center**  
**McMahon Auditorium- Freedom Performing Arts Center (FreePac)**  
**RESERVATION REQUEST FORM**

**719-524-3619**

**Please use Internet Explorer 11 to open this form**

**PLEASE FILL IN COMPLETELY:**

<b>CHECK ONE: <span style="color: red;">MCMAHON</span> <span style="color: red;">FREEPAC</span></b> (McMahon Auditorium capacity is 900 pax, FreePAC capacity is 115 pax)	
UNIT / ORGANIZATION NAME (MIL or DoD)	
POC NAME / ALT NAME (Complete w/Rank)	
WORK / CELL PHONE	ALT WORK / CELL PHONE
PLEASE CHECK: <input type="checkbox"/> MIL <input type="checkbox"/> DOD CIV	<b>ESTIMATED NUMBER OF ATTENDEES</b>

**RESERVATION REQUESTED:**

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Concession: Yes / No      Time Needed for Set-Up: \_\_\_\_\_ Time Needed for Tear-Down: \_\_\_\_\_  
 Number in attendance: \_\_\_\_\_  
 Complete Detailed Description of Function and Set-up: \_\_\_\_\_

**Type of Function:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> FRG Event/Activity            | <input type="checkbox"/> Town Hall Brief/Mtg | <input type="checkbox"/> Unit Event          |
| <input type="checkbox"/> MilitaryDoD Briefing/Training | <input type="checkbox"/> ROC Drill           | <input type="checkbox"/> Retirement Ceremony |
| <input type="checkbox"/> Cmty Awareness Event          | <input type="checkbox"/> Other: _____        |  |

**Support Requirements:**

- Sound/Video System       Other: \_\_\_\_\_

**The McMahon or FreePac facility can be used for unit activities on a space availability basis. Reservations for these activities may only be made 30 days in advance of the activity date, and are subject to being bumped for mission requirements.** Reservation requests for unit activities require a signature of acknowledgement as an understanding of this fact. This must be accomplished before the reservation can be confirmed. Reservations must be completed by an E-7 (SFC) or above. Normal business hours will be 0800 - 1600. Any request for use outside of these times will require a signed memorandum from the battalion commander or equivalent.

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Completed request for reservation forms must be emailed to  
 usarmy.carson.imcom-central.mesg.mcmahn-free-pac-reservations@mail.mil

**FOR OFFICE USE ONLY**

Date request was received:	Manager approval:
Comments:	