



North Carolina Department of Public Safety  
Samar cand Training Academy  
3600 Samar cand Road, Jackson Springs, NC 27281  
Phone: (910) 466-4165

### **Samar cand Training Academy Dormitory Reservation Request For Agency**

The following request form is designed to ensure your agency may be afforded the opportunity of using Dormitories at Samar cand Training Academy for your training event. Participants reserving a dormitory room are responsible for the general care of the room during usage and any equipment located inside the dormitory room. ALL participants are required to follow Rules and Regulations of Samar cand Training Academy.

Please e-mail the completed request to: **Samar candReservationRequest@ncdps.gov**.

1. NAME OF COORDINATOR: \_\_\_\_\_
2. MOBILE TELEPHONE NUMBER: \_\_\_\_\_
3. AGENCY NAME/DIVISION NAME: \_\_\_\_\_
4. CHECK-IN DATE AND TIME: \_\_\_\_\_ CHECK OUT DATE: \_\_\_\_\_
5. ALTERNATE DATE (IF APPLICABLE): \_\_\_\_\_
6. TYPE OF TRAINING: \_\_\_\_\_
7. NUMBER OF FEMALE DORMITORY ROOMS REQUESTED: \_\_\_\_\_
8. NUMBER OF MALE DORMITORY ROOMS REQUESTED: \_\_\_\_\_
9. NUMBER OF INSTRUCTORS REQUESTING OVERNIGHT ACCOMODATIONS: \_\_\_\_\_

Dormitory Check-In is permitted between the hours of 3 pm and 9:00 pm, in Academic Building D. Failure to arrive by 9:00 pm will result in the reservation being cancelled. Check-Out on the morning of departure is no later than 8:00 am for all personnel and the room keycards will be collected by the training coordinator and turned into Admin D at that time.

Since Samar cand is a pedestrian only facility, parking on campus is ONLY permitted in the Student Parking Lot. Overnight participants are permitted to drive to their dorm and unload/load for 30 minutes and then return their vehicle to the student parking lot. (EXCEPTION: Carroll Dormitory located on Leonard Drive does not have parking to unload/load.)

**(IF APPLICABLE)** - Students attending training at Samar cand Training Academy, utilizing overnight accommodations in a dormitory, may secure their UNLOADED agency issued handgun in the safe provided or lock the firearm in the trunk of their vehicle in a secure container. **UNDER NO CIRCUMSTANCES ARE LOADED HANDGUNS TO BE BROUGHT INTO OR STORED IN ACADEMY DORMITORY BEDROOMS.** Weapon clearing barrels are located outside the entrances of all dormitories and MUST be utilized to unload the handgun prior to entering the dormitory and loading/charging the firearm upon departure. Weapons are not to be unloaded or loaded in the dormitory bedrooms at any time. All long guns, loaded or unloaded, are strictly prohibited from being brought into Academy dormitory bedrooms and should be secured in the trunk of your vehicle. No other types of weapons are permitted in the Academy dormitories.

\_\_\_\_\_  
Training Coordinator (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature