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

Request for Use of Samarcand Training Academy Dormitory For Agency

The following request form is designed to ensure your agency may be afforded the opportunity of using Dormitories at Samarcand 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 Samarcand Training Academy.

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

1. NAME: _____
2. MOBILE TELEPHONE NUMBER: _____
3. AGENCY NAME/DIVISION NAME: _____
4. CHECK-IN DATE AND TIME:_____CHECK OUT DATE AND TIME: _____
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 3:00 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 and the room keycard will be turned into Admin D at that time.

Samarcand is a pedestrian friendly facility, parking on campus is permitted in designated parking spaces. Overnight participants are permitted to drive to their dorm and unload/load for 30 minutes and then return their vehicle to their designated parking spaces. (EXCEPTION: Carroll Dormitory located on Leonard Drive does not have parking to unload/load.)

(IF APPLICABLE) - Students attending training at Samarcand 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

Revised (05/2023)