



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

Samarcand Training Academy Individual Dormitory Reservation Request

The following dormitory reservation form is provided so you may request housing be provided to you during your training event at no cost to you or your agency. Participants reserving a dormitory room are responsible for the general care of the room during usage and any equipment located inside the dormitory room. Guests are required to follow all Rules and Regulations for Samarcand Training Academy. **PLEASE SUBMIT FIVE (5) BUSINESS DAYS PRIOR TO ARRIVAL.**

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

1. NAME: _____
2. GENDER: _____
3. MOBILE TELEPHONE NUMBER: _____
4. EMAIL ADDRESS: _____
5. TRAINING EVENT: _____
6. AGENCY NAME/DIVISION NAME: _____

7. Student: Yes No Instructor: Yes No

CHECK-IN DATE: _____ TIME: _____

- Check in on day of arrival is mandatory between 3 pm and 9 pm. Failure to arrive by 9 pm will result in your room being cancelled.

8. DINNER ON EVENING OF ARRIVAL: YES ___ NO ___

9. CHECK OUT DATE: _____

- Check out is no later than 8:00 am and room keycard will be turned into Admin D at that time.

Samarcand is a **pedestrian friendly facility** and 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 on Leonard Drive does not have any 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.

 Requestor Name (PRINT)

 Date

 Signature