



Ohio Fire Academy

Room Request Form

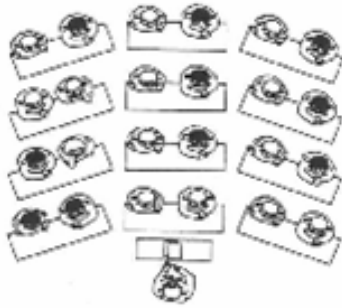


Dates Requested (must use additional form if dates are not consecutive) (ex: mm/dd/yy)		Number of Participants Expected to Attend	
Meeting Time (ex: hh:mm) Start AM <input type="checkbox"/> PM <input type="checkbox"/> Finish AM <input type="checkbox"/> PM <input type="checkbox"/>		Time You will be doing room set-up Arrive AM <input type="checkbox"/> PM <input type="checkbox"/> Depart AM <input type="checkbox"/> PM <input type="checkbox"/>	
Department or Organization Name			
Division			
Bureau/Section			
Address			
City		State	Zip
Purpose of Meeting		Your name & another contact name	Phone
		1.	()
		2.	()
How can we abbreviate your meeting on the "What's Happening" signboard?			
Please check one:			
<input type="checkbox"/> Fire Department/Organization		<input type="checkbox"/> Government Agency	
<input type="checkbox"/> Non-Profit Organization		<input type="checkbox"/> Other (specify)	
Audio/Visual needs:			
<input type="checkbox"/> Computer		<input type="checkbox"/> DVD Player	<input type="checkbox"/> Projector
<input type="checkbox"/> VCR (VHS Tapes)		<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Flip Charts stands (# needed)
<input type="checkbox"/> Microphone (only Multipurpose rooms A – C)		<input type="checkbox"/> Elmo (overhead)	
<input type="checkbox"/> Podium			
Special Instructions			
Meeting room seating arrangements: View layout styles on next page			
<input type="checkbox"/> Auditorium Style <input type="checkbox"/> Chevron Style <input type="checkbox"/> Circled Chair Style <input type="checkbox"/> Classroom Style w/ Tables			
<input type="checkbox"/> Classroom Style w/o Tables <input type="checkbox"/> Conference Style <input type="checkbox"/> Fan Style <input type="checkbox"/> Horseshoe Style			
The OFA reserves the right to change room assignments based on operational needs.			
<input type="checkbox"/> Internet Access (Commerce Employees) You are required to contact the Help Desk to obtain a logon ID & password.			
<input type="checkbox"/> Internet Access- Firefighter Network (Non-State Employees)			

If you need to reserve Training Grounds usage please make sure to complete that form also.
 Food Service needs: Please contact Sanese Café Manager at 614-752-7152
 Please email completed form(s) to: webofa@com.state.oh.us

Ohio Department of Commerce
 Division of State Fire Marshal
 Ohio Fire Academy
 8895 E. Main Street
 Reynoldsburg, Ohio 43068
 1-888-726-7731

Classroom Seating Arrangements



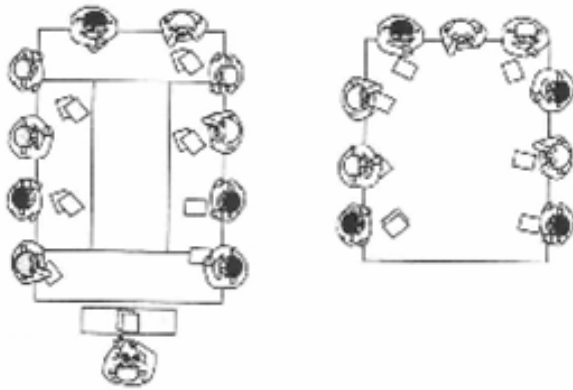
Fan Style



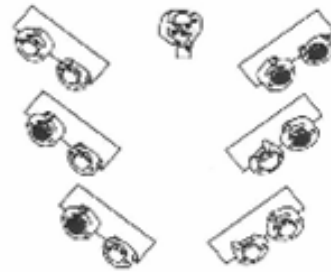
Classroom Style



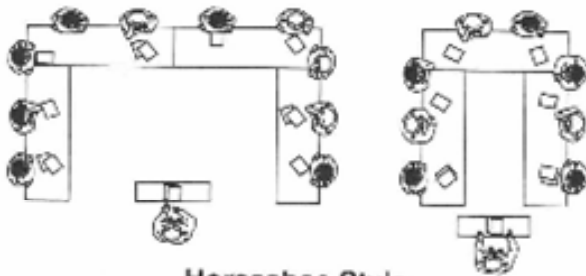
Auditorium Style



Conference Style



Chevron Style



Horseshoe Style



Circled Chair Style

PLEASE READ

This Request is subject to approval of the State Fire Marshal. On occasion, fire-related activities could preempt your reservation. You will be notified by phone if your request is not confirmed. The Academy reserves the right to make last minute room number changes.

To assure your group a welcome return visit, please assist us by informing your participants of the following policies:

- Notify OFA as soon as possible of cancellation, time change, or a variance in attendance.
- Your group is encouraged to patronize our in-house cafeteria. Normal cafeteria lunch hours are 11:00a.m. to 12:30 p.m. Please notify cafeteria manager if your group's lunch count changes by the Thursday before your scheduled arrival date. Alert the cafeteria manager of your exact lunch count first thing the morning of your event. Organizations using meal tickets will be charged for all tickets NOT returned to cafeteria manager by 10:00 a.m. Since our division subsidizes the cafeteria with the costs of meals prepared and not consumed, we appreciate your continued consideration in this matter. Call the cafeteria manager for special arrangements, current pricing, or additional information. Outside catering is NOT permitted.
- Please restrict participant's phone messages to emergency purposes only. All messages are posted on a board outside of the Academy office door on the second floor. Messages WILL NOT be delivered to classrooms. We suggest you designate a person to check the board at break times. The public address system does not work in the classrooms. Coin operated and credit card telephones are provided in the main and second floor lobbies for outgoing calls. Do not ask to use SFM phones.
- Participants are requested to assist in keeping the facility clean by wiping spills, and placing papers, cups, food, etc. in trash cans.
- Cafeteria and lobbies are provided as break areas. They are NOT to be used for meeting or classes without OFA permission.
- No smoking anywhere inside the State Fire Marshal facilities. The only designated smoking area is located outside south entrance of the elevator hallway on first floor. Please use outside receptacles for discarding cigarette butts.
- Copy machines are for Department of Commerce employee use only. Do not ask SFM staff to make copies.
- Be prepared to load/unload your own equipment. OFA does not provide this service. OFA will not be responsible for the storage of any equipment.
- Normal classroom set-up includes rows of narrow tables and chairs facing the front of the room. If furniture is rearranged by tour organization, return to original set-up prior to leaving.
- For Guest Quarters inquiries, call the number below.
- Room reservations are not accepted by phone. Fax or mail completed form to the address below.
- Organizations are required to designate a person to welcome their participants in the lobby one-half hour prior to start time and give directions to the classroom(s).

Ohio Fire Academy
Div. State Fire Marshal
8895 East Main Street
Reynoldsburg, Ohio 43068

Classroom Inquiries	614-752-8818	7:30 a.m.- 4:30 p.m.
Guest Quarters Inquiries	614-752-7189	9:00 a.m. - 5:30 p.m.
Cafeteria Inquiries	614-752-7152	7:00 a.m. - 1:00 p.m.
Fax Number	614-752-7111	