

U.S. Fish and Wildlife Service
National Conservation Training Center
Scheduling and Events Management (SEM)
698 Conservation Way
Shepherdstown, WV 25443
Scheduling Phone: 304-876-7220
Front Desk: 304-876-1600
E-mail: nctc_semteam@fws.gov



NCTC EVENT APPLICATION

Please complete each section, including billing, and e-mail to nctc_semteam@fws.gov. **We are unable to process incomplete applications. Applications may not be accepted less than 30 days prior to an event.** If the requested information does not apply to your event, please mark the section as N/A.

1. Event Information

Event Title:

Sponsoring Agency/Org:

Event Coordinator:

Street Address:

City:

State:

ZIP:

Phone:

Fax:

E-mail:

Back-up Coordinator:

Phone:

2. Billing & Payment Method

Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement (IA), IPAC billing, FWS transfer, NCTC transfer or credit card. Other agencies/organizations must pay via check or credit card.

Our standard payment method requires your agency/organization to pay for facility rental costs only and participants pay upon checkout for lodging, meals, shuttle and incidentals.

BILLING CONTACT INFORMATION REQUIRED TO PROCESS EVENT APPLICATION

Billing Contact Name:

Address Line 1:

Address Line 2:

City:

State:

ZIP:

Phone:

Fax:

E-mail:

Will your agency/company pay for facility rental costs as **well** as selected participant expenses?

Yes

No

Please make a selection for each category:

Master Bill

Individual Pay

Combination

Participant Meals/Lodging:

Offsite/Commuter Guest Meals:

Shuttle:

Incidentals:

Billing Method:

IA/IPAC Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol ***

FWS Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol**

Check - **PROVIDE TAX ID, DUNS Number**

Credit Card - **PROVIDE Credit Card Information**

Cardholder Name:

Cardholder Phone:

Cardholder Email:

Card Billing Address:

Card Billing City:

Card Billing State:

Card Billing ZIP:

Tax ID:

DUNS #:

Agency Location Code:

Account Number*:

Treasury Symbol:

Obligating Doc #:

* For IA/IPAC Provide Account Number with 10 digit fund number.

3. NCTC Cancellation and Billing Policies

Event or Classroom/Facility Cancellation Policy: NCTC must be notified in writing in cases where an entire contracted event is canceled. Clients, including FWS Service employees, who cancel their entire event, drop a significant portion of their lodging block, or drop classrooms, agree to pay lost facility rental revenue. Penalty fees are assessed between either the check-in or start date and the date of cancellation as follows:

8 weeks or less - **100%** (may be charged for no-shows)

Classroom penalties are based on the classroom rental fee. A participant or organization may substitute another individual at any time to avoid a lodging cancellation penalty. Meals and Lodging penalties will be assessed at the full per diem rate.

Guest Room Blocks: An organization holds a reserved room block when on-site lodging rooms are contracted. **The Event Coordinator is responsible for submitting a final Participant List no later than thirty days prior to the start of the event to prevent becoming subject to loss of a room block.** A Participant List contains each attendee's full name, lodging designation (on-site, off-site, or commuter), lodging/attendance dates, and daily meal counts for off-site/commuter attendees. After the Participant List is submitted; individual participants, including instructors, facilitators, interpreters, and speakers must call **Hotel Reservations at (304) 876-7900** to guarantee their room by credit card.

4. Agenda (please provide separately, a thorough day-to-day agenda)

Check-in Date*:

**Check-in time is between 1pm-9pm.*

Event Start Date:

Time Event Starts on First Day:

Daily Start Time:

Time Event Ends on Last Day:

Check-out Date**:

***Check-out time is until 12noon.*

Event End Date:

Daily End Time:

5. Participants

Please provide separately a list of all participants and their affiliations.

Number of Requested **Onsite Lodging Rooms***:

**Include instructors and facilitators in your requested room block.*

Total Participants Expected:

Number of Participants Staying Offsite/Commuting:

6. Break/Meal Schedule

Breakfast is served from 6:30a – 8:30a.

Lunch is served between 11:30a – 1:00p.

Dinner is served from 5:30p – 7:30p.

Preferred Lunch Time:

Break Service*: Break service is provided as part of your facility rental (Auditorium Excluded). Check one each for morning and afternoon.

Morning Break: 9:30a-10:00a 10:00a-10:30a

Afternoon Break: 2:00p-2:30p 2:30p-3:00p 3:00p-3:30p

***Break Services** served outside scheduled times will be **assessed an additional fee.**

Break Services served in locations other than standard break stations, such as the Auditorium or Gym,

are assessed \$2.50 per person/per break.

7. Meals and Lodging

Participants who lodge on-site must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of check-out. Guests who lodge off-site or commute may elect to take their meals a la carte or purchase a lunch pass. **Off-site groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change without prior notification).

Meals and Lodging Package Rates for On-site Participants: [GSA Rates for Shepherdstown, WV \(ZIP 25443\)](#)

Lunch for Off-site and Commuter Participants:

Number of People:

Number of Days:

Do you require bagged meals?

Yes

No

* If Yes, please submit [Bag Breakfast and Lunch Order Form](#) **no later than 72 hours in advance.**

8. Catering

Please see the NCTC Catering Guide and [Order Forms](#) for prices and policies.

Will you be requesting special catering such as socials, dinners, or picnics? Yes No

If Yes, please submit a Catering Order Form **no later than 14 days** prior to the start of the event.

9. Logistical Setup/Services

Standard Classroom setup includes:

- Rectangular tables
- Desktop computer connected to classroom projection system
- High-back student chairs
- Two easel flip charts on stands
- Conference phone
- One access point for internet connectivity (additional connections available by request)
- Instructor table
- Dry erase whiteboard
- TV/DVD w/Satellite
- Computer-ready rear-screen video projection system

Standard Seminar Room setup includes:

- Oval table
- One easel flip chart on stand
- Dry erase whiteboard
- High-back student chairs
- Conference phone
- AV equipment **NOT** included

Event sponsors can be held fiscally responsible for electronic equipment that is damaged, lost, or stolen. The standard equipment setup and use cost is included in the facility rental.

If you require additional services or equipment beyond the standard setup, choose them below.

Additional fees may be assessed.

Class Photo

Security

Fire Ring

Alternate Break Location

Alternate Break Time

Weekend/Evening AV Support

10. Additional Setup Needs

6' Registration Table in Main Entry Commons

Display Table(s) in Main Entry Commons Turner (IE) Lemon (IW)

Dining Hall Dividers Lectern Flip Charts Wooden Easel

Video Conference Audio Conference

11. Facility Rental

Facility Space	# of Days	One-Day Rate as of Nov 2023	Setup (Choose One)		
24-Seat Class		\$912	Rounds Classroom	Theatre U-Shape	Chevron Pods
36-Seat Class		\$1,040	Rounds Classroom	Theatre U-Shape	Chevron Pods
36-Seat Class Tiered/U		\$1,040	Tiered Only		
45-Seat Class		\$1,136	Rounds Classroom	Theatre U-Shape	Chevron Pods
60-Seat Class Tiered		\$1,277	Tiered Only		
8-Seat Seminar		\$317	\$60 when accompanied by a classroom rental		
14-Seat Seminar		\$495			
20-Seat Computer Classroom		\$1,126	Complete a Computer Lab Request		
24-Seat Computer Classroom		\$1,858	Complete a Computer Lab Request		
18-Seat GIS Classroom		\$2,238	Complete a Computer Lab Request		
Aquatic Resources Lab (G21L)		\$2,365	Complete a Science Lab Request		
Biology Lab (217L)		\$1,820	Complete a Science Lab Request		
Biology Lab (218L)		\$1,820	Complete a Science Lab Request		
Gymnasium		---			
Auditorium		\$2,669 Base	Breaks billed separately; \$2.50 per person per break		
Auditorium – Weekend		Base + \$410	Breaks billed separately; \$2.50 per person per break		
The Gallery – 60+ seat		\$1,904	Rounds Classroom	Theatre U-Shape	Chevron Pods
The Gallery – 45-seat		\$1,136	Rounds Classroom	Theatre U-Shape	Chevron Pods
Lemon Fire Ring		\$110			

NOTE: Prices are subject to change without prior notification.

12. Shuttle

If you or your participants desire standard shuttle service, contact **Hotel Reservations** at (304) 876-7900 **no later than 14 days prior to the start of the event.**

Hotel Reservation Office hours are M-F, 8 a.m. - 6 p.m.

The fax number is (304) 876-7910 and the TTY number is (304) 876-7201.

Note: Shuttle Services and fees are subject to change. Contact Hotel Reservations for more information.

Standard Shuttle Schedule:

Sunday or Monday Federal Holiday Arrivals

- Depart Dulles at 1 p.m., arrive NCTC at 3 p.m.
- Depart Dulles at 4 p.m., arrive NCTC at 6 p.m.
- Depart Dulles at 7 p.m., arrive NCTC at 9 p.m.

Friday Departures

- Depart NCTC at 1:30 p.m., arrive Dulles at 3:30 p.m.
- Depart NCTC at 4:30 p.m., arrive Dulles at 6:30 p.m.

The shuttle fee is \$100 and secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Shuttle Cancellation Policy: All participants, including FWS and partner employees, must cancel their shuttle reservations **no later than 48 hours prior to the start of the event.** Otherwise, the credit card used by the participant to guarantee room reservations or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. Note: Rates are subject to change.

Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests: For more information regarding non-standard shuttle services contact Scheduling and Events Management at (304) 876-7220.

13. Attire & Directions

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Maps/directions are provided upon request or can be accessed at <http://nctc.fws.gov>.

14. Facility Sustainability Fee

Beginning April 1, 2024 NCTC's sustainability fee will be \$25.00 per night. While the per diem covers guest food and lodging, it does not include many costs for green improvements and state-of-the-art support such as campus-wide wireless. This additional fee is necessary to continue operating an effective training and conferencing facility in a fiscally responsible manner.

This fee has been pre-paid for all FWS employees and will not be charged to them on an individual basis.

For all non-FWS guests, this fee will be billed along with room charges at the time of check-out. Non-FWS Federal employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage, miscellaneous fee.

Please contact the NCTC Scheduling and Events Management at 304-876-7220 for questions regarding rates and assessments.

15. Conduct on the Campus

NCTC strives to create and maintain a professional environment where people are treated with dignity, decency, and respect, and are free from discrimination and harassing conduct. The NCTC expects

everyone on campus, guests and employees, to engage in conduct that displays proper decorum for maintaining the public trust at a Federal facility. Proper decorum includes a professional level of behavior and respect for individuals and property expected of all Federal employees in a professional setting. Behavior not consistent with the public trust will not be tolerated. The NCTC leadership will be notified about incidents of misconduct.

I agree to conduct myself with proper decorum while on NCTC campus.

16. Signatures

Event Coordinator Name (printed):

Event Coordinator Title:

Event Coordinator Signature:

Date (MM/DD/YYYY):

**** If you are sending this application electronically, your e-mail is considered a valid authorization and understanding of the terms of this application.**