

On-site Lodging/Transportation Request Form

If you desire services listed below, send completed form to the Aerial Fire Depot or submit online at: <http://nrtc.firenet.gov/businesscenter/dorm-room-request>) no later than **2 weeks** before the course start date. You will not be guaranteed services after this deadline. Cancellations **must** be made (to contact below) no later than **4 days** prior to your stay or a room charge will be assessed to you.

Course/Event: _____

Transportation from airport terminal to NRTC desired (provided Monday-Friday, 0730 through 1600): Yes _____ No _____

Government Lodging Desired: Male _____ Female _____

Dorm room rental: \$9.25/night (4 nights or less) or \$4.65/night (5 nights or more).

No meals are provided at the dormitory (kitchen facilities are available for dorm resident use.) Preferred payment method is by **debit/credit card**. Payment is due in the Business Office before you return to your unit. Smoking is not allowed in the Dormitory due to NFPA restrictions.

The dormitory doors are open from 0730 - 1800, M-F (business hours) and are locked on the weekends/holidays for your safety. Just prior to your stay you will be contacted and given a combination for the keypad to enter the building for use during your stay.

NAME: _____ EMAIL: _____

AGENCY: _____ DISTRICT/UNIT: _____

WORK ADDRESS: _____

DATE/TIME OF ARRIVAL: _____ # OF NIGHTS NEEDED: _____

PHONE NUMBER (s) WHERE YOU CAN BE REACHED: _____

Do you have a LincPass? Yes _____ No _____ / AFD Temporary LincPass? Yes _____ No _____

REMARKS: _____

Send to:
Clare Delaney
Aerial Fire Depot
5765 West Broadway
Missoula, Montana 59808-9361
Phone: (406) 329-4764
Fax: (406) 329-4955
Email: cdelaney@fs.fed.us
(3/1/2016)