



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

**Request for Use of Samar cand Training Academy Dormitory**

The following request form is designed to ensure your agency may be afforded the opportunity of using the Samar cand Training Academy for your training event. We will make every effort to honor your requested date(s), but we reserve the right to reschedule if necessary. Participants reserving a dormitory room are responsible for the general care of the room during usage and any equipment located inside the dormitory room.

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

1. NAME: \_\_\_\_\_
2. TELEPHONE NUMBER: \_\_\_\_\_
3. AGENCY NAME/DIVISION NAME: \_\_\_\_\_
4. CHECK-IN DATE AND TIME: \_\_\_\_\_ CHECK OUT DATE AND TIME: \_\_\_\_\_
5. ALTERNATE DATE: \_\_\_\_\_
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 pm and no later than 8:30 pm, in Academic Building D. Check-Out on the morning of departure is no later than 8:00 am for all personnel and the room keycards will be turned into Admin D at that time. All personal articles and food/drink items will be removed by housekeeping after 8:00 am on the day of departure. Since Samar cand is a pedestrian only facility, parking on campus is ONLY permitted in the Student Parking Lot. (Overnight participants are permitted to drive to their dorm and unload/load for 30 minutes and then return their vehicle to the student parking lot.)

**(IF APPLICABLE)** - Students attending training at Samar cand 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature