CENTRAL SHENANDOAH CRIMINAL JUSTICE

**TRAINING ACADEMY**

## **Housing Request Form**

**Housing is available for all Basic Training Students at the discretion of their Agency.  Individuals responsible for scheduling basic trainees shall complete and forward the housing request form along with all applicable basic training documentation to the Academy Registrar, prior to the beginning of the basic training session.  Housing will not be reserved until the Academy Registrar has received the housing request form.  Officers attending in-service are eligible for housing upon request, if available. Housing will be provided on a first-come, first-serve basis.**

Student Name:

   (Print or Type)                   (Last)                      (First)                              (M.I.)                       Male                 Female

##### Employing Agency:

Course Title:

##### Date(s) of Training:

                         I am requesting housing and do hereby agree to abide by all academy rules and regulations governing housing.  I further acknowledge that the academy is a smoke free facility and that **No Smoking** will be allowed in dormitory rooms.

 **Below section not applicable to BLE/BJO:**

 \_\_\_\_\_\_ Check-in the evening/night before the first day of training

 \_\_\_\_\_\_ Check-in on the first day of training

                         NO HOUSING NEEDED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Enrolled Officer Signature of Agency Administrator or Designee

Fax or Email to
Attn: Mandy Mace • Email: amace@cscjta.org • Fax: 540-234-8211

ADM 128A Revised 06/19/2024