



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  
E-mail: [nctc\\_semteam@fws.gov](mailto:nctc_semteam@fws.gov)

# NCTC Event Application

OFFICE USE ONLY

Please complete each following section, including billing information, and e-mail to [nctc\\_semteam@fws.gov](mailto:nctc_semteam@fws.gov).

If the requested information does not apply to your event, please mark the section as N/A.

## 1 Event Information

Event Title \_\_\_\_\_

Sponsoring Agency/Organization \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Backup Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

## 2 Billing and 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, MIPR, NCTC transfer, or credit card. Other agencies/organizations must pay via check or credit card.

**Billing contact information is required to process event application.**

Billing Contact Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please make a selection for each category:**

**Master Bill**

**Individual Pay**

**Combination**

Facility Rental Cost

☐☐☐

Participant Meals/Lodging

☐☐☐

Offsite/Commuter Guest Meals

☐☐☐

Shuttle

☐☐☐

Incidentals

☐☐☐

**Billing Method:**

☐ IA/IPAC Transfer – Provide Tax ID, DUNS/EIU Number, Agency Location Code, Account Number, and Treasury Symbol

☐ FWS Transfer – Provide Tax ID, DUNS/EIU Number, Agency Location Code, Account Number, and Treasury Symbol

☐ Check – Provide Tax ID, DUNS/EIU Number

Tax ID \_\_\_\_\_

DUNS # \_\_\_\_\_

Agency Location Code \_\_\_\_\_

IA/IPAC/FWS Transfer 10 Digit Account Number \_\_\_\_\_

Treasury Symbol \_\_\_\_\_

Obligating Doc # \_\_\_\_\_

**Credit Card Information:**

Please provide credit card information (NO credit card numbers).

Cardholder Name \_\_\_\_\_

Cardholder Phone \_\_\_\_\_

Cardholder Email \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Credit Card Billing City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### 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% (will 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 60 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 after 1:00 p.m.)

Check-out Date \_\_\_\_\_  
(Check-out time is prior to 12:00 p.m.)

Event Start Date \_\_\_\_\_

Time Event Starts on First Day \_\_\_\_\_

Time Event Ends on Last Day \_\_\_\_\_

Daily Start Time \_\_\_\_\_

Daily End Time \_\_\_\_\_

Event End Date \_\_\_\_\_

### 5 Participants

**A complete list of participants is required no later than 30 days prior to your event. Please note, as of May 7, 2025, entrance into all Federal Facilities require verification of REAL ID's. Please ensure attendees know to bring their REAL ID and have it available for our security upon arrival to NCTC.**

Total Participants\* Expected:

Number of Onsite Lodge Rooms:

Number of Commuters:

\*Include instructors and facilitators in your requested room block

## 6 Break/Meal Schedule

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

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

Preferred Lunch Time \_\_\_\_\_

**Dinner** is served from 5:30–7:30 p.m.

### Break Service\*

Daily break service is provided as part of your facility rental (Auditorium excluded).  
Check one each for morning and afternoon.

Morning Break: ☐ 9:30–10:00 a.m. ☐ 10:00–10:30 a.m.

Afternoon Break: ☐ 2:00–2:30 p.m. ☐ 2:30–3:00 p.m. ☐ 3:00–3:30 p.m.

\*Break services served outside scheduled times will be assessed an additional fee. Break services at non-standard break stations, such as the Auditorium or Gym, are assessed \$2.50 per person/per break, as well as a setup fee of \$50.

## 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 code is 25443)

## 8 Catering

Please see the NCTC Catering Guide for prices and policies.

## 9 Logistical Setup/Services

### Standard Classroom setup includes:

- Desktop workstation with laptop connection to the classroom's display system
- Webcam with mic
- One access point for internet connectivity (additional connections available by request)
- Dry erase whiteboard
- Two easel flip charts on stands
- Facilitator table

### Standard Seminar Room setup includes:

- Oval table
- One easel flip chart on stand
- Dry erase whiteboard
- Display with laptop connection
- Webcam with mic
- Conference phone  
(only available in 14-seat seminar rooms)

Event sponsors are 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.

## 10 Additional Setup Needs

☐ Alternate Break Location \_\_\_\_\_

☐ Alternate Break Time(s):

Morning Break: ☐ 9:30–10:00 a.m. ☐ 10:00–10:30 a.m.

Afternoon Break: ☐ 2:00–2:30 p.m. ☐ 2:30–3:00 p.m. ☐ 3:00–3:30 p.m.

☐ Weekend/Evening AV Support (Additional charge)

☐ Digital Class Photo (No charge)

☐ Printed Photos (\$2 each) Quantity \_\_\_\_\_

☐ Registration Table:

☐ Main Entry

☐ Headwaters Lodge

☐ Display Table(s):

☐ Main Entry

☐ Headwaters Lodge

☐ Turner Building

☐ Lemon Building

☐ Eagles View

☐ Gym

☐ Dining Hall Dividers

☐ Lectern

☐ Flip Charts Quantity \_\_\_\_\_

☐ Wooden Easel Quantity \_\_\_\_\_

☐ Rolling Whiteboard Quantity \_\_\_\_\_

## 11 Facility Rental

| FACILITY SPACE                    | 1-DAY RATE* | # OF ROOMS | # OF DAYS | Su                       | M                        | Tu                       | W                        | Th                       | F                        | Sa                       |
|-----------------------------------|-------------|------------|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 24-Seat Classrooms (4)            | \$1,174     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36-Seat Classrooms (3)            | \$1,161     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36-Seat U-Shaped Room/Tiered      | \$1,521     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45-Seat Classrooms (2)            | \$1,295     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 60-Seat Classroom/Tiered          | \$1,465     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8-Seat Seminar Rooms (10)**       | \$593       |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14-Seat Seminar Rooms (4)         | \$699       |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20-Seat Computer Lab              | \$1,396     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24-Seat Computer Lab              | \$2,447     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16-Seat GIS Lab                   | \$3,022     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Aquatic Resources Lab (G21L)      | \$2,615     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Biology Lab (217L) — 24-Seat      | \$2,048     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Biology Lab (218L) — 24-Seat      | \$2,048     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gymnasium — Rate may apply        |             |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditorium — 250-Seat***          | \$3,072     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditorium — Weekend***           | \$3,355     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gallery — 60+ Seat                | \$2,146     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gallery — 45-Seat                 | \$1,448     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gallery — Evening Event           | \$930       |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eagles View (45-Seat/7 Breakouts) | \$4,306     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eagles View — Half Day            | \$2,229     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Eagles View — Evening Event       | \$2,004     |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lemon Fire Ring                   | \$110       |            |           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

\* One-day rate as of Oct 2025

\*\* 8-seat seminar rooms will be charged \$60 per room, per day, with the purchase of a standard classroom.

\*\*\* Breaks billed separately; \$2.50 per person per break.

**NOTE: Prices are subject to change without prior notification.**

## 12 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.

## 13 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.

## 14 Signatures

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Event Coordinator Name (printed)

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Event Coordinator Title

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Event Coordinator Signature

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Date (MM/DD/YYYY)

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