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

NCTC Event Application

OFFICE USE ONLY

Please complete each following section, including billing information, and e-mail to 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 as 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			☐	☐	☐	☐	☐	☐	☐
36–Seat Classrooms (3)	$1,161			☐	☐	☐	☐	☐	☐	☐
36–Seat U-Shaped Room/Tiered	$1,521			☐	☐	☐	☐	☐	☐	☐
45–Seat Classrooms (2)	$1,295			☐	☐	☐	☐	☐	☐	☐
60–Seat Classroom/Tiered	$1,465			☐	☐	☐	☐	☐	☐	☐
8–Seat Seminar Rooms (10)**	$593			☐	☐	☐	☐	☐	☐	☐
14–Seat Seminar Rooms (4)	$699			☐	☐	☐	☐	☐	☐	☐
20–Seat Computer Lab	$1,396			☐	☐	☐	☐	☐	☐	☐
24–Seat Computer Lab	$2,447			☐	☐	☐	☐	☐	☐	☐
16–Seat GIS Lab	$3,022			☐	☐	☐	☐	☐	☐	☐
Aquatic Resources Lab (G21L)	$2,615			☐	☐	☐	☐	☐	☐	☐
Biology Lab (217L) — 24-Seat	$2,048			☐	☐	☐	☐	☐	☐	☐
Biology Lab (218L) — 24-Seat	$2,048			☐	☐	☐	☐	☐	☐	☐
Gymnasium — Rate may apply				☐	☐	☐	☐	☐	☐	☐
Auditorium — 250-Seat***	$3,072			☐	☐	☐	☐	☐	☐	☐
Auditorium — Weekend***	$3,355			☐	☐	☐	☐	☐	☐	☐
Gallery — 60+ Seat	$2,146			☐	☐	☐	☐	☐	☐	☐
Gallery — 45–Seat	$1,448			☐	☐	☐	☐	☐	☐	☐
Gallery — Evening Event	$930			☐	☐	☐	☐	☐	☐	☐
Eagles View (45–Seat/7 Breakouts)	$4,306			☐	☐	☐	☐	☐	☐	☐
Eagles View — Half Day	$2,229			☐	☐	☐	☐	☐	☐	☐
Eagles View — Evening Event	$2,004			☐	☐	☐	☐	☐	☐	☐
Lemon Fire Ring	$110			☐	☐	☐	☐	☐	☐	☐

* One-day rate as of Oct 2026

** 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 Conduct on 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.

13 Signatures

_____

Event Coordinator Name (printed)

_____

Event Coordinator Title

_____

Event Coordinator Signature

_____

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.