



# Mobile Training Unit HOST AGENCY REQUEST

(Please fill this form out completely and return it to [letraining@centermassinc.com](mailto:letraining@centermassinc.com) )

Date: \_\_\_\_\_

Requester name: \_\_\_\_\_ Agency: \_\_\_\_\_  
(rank, first / last)

Requester cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip Code

Training program requested: \_\_\_\_\_ / \_\_\_\_\_  
Name of the school(s)

Dates requested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
1<sup>st</sup> choice (start / finish) 2<sup>nd</sup> choice (start / finish) 3<sup>rd</sup> choice (start / finish)

Instructor requested (last name): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
1st choice 2nd choice 3rd choice

Name of the training facility students report to on day one: \_\_\_\_\_

Training facility address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip Code

Name of local hotel for out of state students: \_\_\_\_\_ Phone: \_\_\_\_\_

Hotel address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
City State Zip Code

1. The host organization receives one (1) free slot for every ten (10) paying students (i.e. 11-20 paid = 2 free slots, 21-30 paid = 3 free slots, etc.)
2. Host agencies must provide the following support;
  - a. Provide **LOCAL** marketing of the event/school by;
    - i. Notifying surrounding agencies of the upcoming event via email, letter or fax.
    - ii. Make phone calls, post fliers, and send teletypes to area agencies announcing the school.
  - b. Providing necessary facilities and support to run the school.
    - i. An appropriately sized class room facility with corresponding seating.
    - ii. Audio visual aids; TV, VCR, LCD projector, speakers and/or a PA system.
    - iii. A safe/appropriately sized shooting range and range supplies to include target stands, targets, backers, staplers, staples, first aid kit and drinking water.
3. CMI reserves the right to cancel any program due to low enrollment (10 or fewer paying students) or for unforeseen issues. Typically, this decision is made 30 days prior to the start of the school.
4. CMI agrees to hold the host organization harmless if one of our instructors is injured during the training event. In addition, all students sign CMI's safety and liability waiver.

*Note: By submitting our Host Agency Request form you and your agency are not bound by it, nor are you guaranteed any services from CMI. Once we mutually agree upon the dates for your event we will send you our [Host Agency Agreement](#) as a means of solidifying a formal contract that outlines the terms and responsibilities of each party.*