



Conmy Hall Facility Request Form

Ceremonies and Outreach Directorate (COD), Military District of Washington

**NOTE - "BUMP CLAUSE"

Conmy Hall is a primary site for official events conducted by US, Defense, and Army Leaders. These events will receive scheduling priority that may necessitate the rescheduling or relocation of your event.

In many instances, these official events occur on short notice.

Organization	
Military Sponsorship	
POC	
Email	
Telephone Number	

Event Description

Who is the Host	
What is the title of your event?	
When - Date/Time – (include the entire time block needed (set up/event duration/clean up)	
Why (brief description of use)	
Number expected guests	
Number VIPs and Names	

Please provide a summary of requested support

(Be as specific as possible and include need for sound system, lighting system or use of LED Wall)

PLEASE NOTE: This form is for physical reservations of Conmy Hall only and does not include parking, security, etc. Coordination for these resources must be made through JBM-HH DPTMS at **(703) 696-3290 / 3291** or usarmy.jbmhh.asa.mbx.dptms-ioc@army.mil

Questions: Call Mr. Lawrence Heisen (703) 696-3400 or Cell (202) 494-3939 Once filled out, email to: usarmy.mcnair.mdw.mbx.conmy-hall-schedule@army.mil
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