



DEPARTMENT DIRECTIVE

Carolyn J. Scruggs
Secretary

Title: Scenario Based Learning Facilities	Directive Number: PSETC.020.0003
Related Statute and Regulations: N/A	Supersedes: N/A
Related ACA and MCCS Standards: N/A	Responsible Authority: Kathleen M. Gossard Executive Director Public Safety Education and Training Center
Related Directives: N/A	Effective Date: September 10, 2025
Variance: N/A	Number of Pages: 18

.01 Purpose.

This directive establishes operational and safety policy for training conducted at the Scenario Based Learning Facilities (SBLF) located within the Public Safety Education and Training Center (PSETC) campus.

.02 Scope.

This directive applies to all Department of Public Safety and Correctional Services (Department) administrative and operational units assigned to the PSETC, resident partners, authorized users, students, and visitors who utilize PSETC SBLF venues.

.03 Policy.

The Department shall provide a realistic, practical, and safe training environment for PSETC staff, resident partners, authorized users, students and visitors.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) “Airsoft weapon” means a low-powered air gun that fires only spherical plastic pellets.
- (2) “Authorized user” means an agency with a current Maryland Police and Correctional Training Commission (MPCTC) Scenario Based Learning Facility (SBLF) User Agreement.
- (3) Functional Weapon.
 - (a) “Functional weapon” means any weapon, device, or instrument capable of inflicting serious injury or death.
 - (b) “Functional weapon” includes, but is not limited to:
 - (i) Ammunition;
 - (ii) Blank rounds;
 - (iii) Chemical agents;
 - (iv) Edged weapons;
 - (v) Electronic control devices;
 - (vi) Explosive devices;
 - (vii) Firearms;
 - (viii) Flash-bang devices;
 - (ix) Hexachloroethane (HC) smoke devices;
 - (x) Impact weapons;
 - (xi) Incendiary devices;
 - (xii) Magazines; or
 - (xiii) Sharp instruments.
 - (c) “Functional weapon” does not include:
 - (i) Airsoft weapons; or
 - (ii) SIMUNITION weapons.
- (4) “Department” means the Department of Public Safety and Correctional Services.
- (5) “Guest Services Administrator” means the PSETC Guest Services Administrator.
- (6) “MOU” means a Memorandum of Understanding with PSETC.
- (7) “MPCTC” means the Maryland Police and Correctional Training Commissions.

- (8) “PSETC” means the Maryland Public Safety Education and Training Center.
- (9) “PTC” means the Physical Training Center at PSETC.
- (10) “Resident partners” means those agencies and their personnel that maintain administrative offices and classroom space at PSETC for the purpose of conducting business on behalf of their agencies.
- (11) Safety Officer.
 - (a) “Safety officer” means an individual who monitors training operations and advises on all matters relating to operational safety, including the health and well-being of training participants.
 - (b) “Safety officer” has the authority to stop training operations when safety concerns are anticipated or observed.
- (12) “SBLF” means the Scenario Based Learning Facilities at PSETC.
- (13) “SIMUNITION weapon” means a firearm that has been modified to solely fire non-lethal marking projectiles.
- (14) “User agreement” means an executed agreement between an agency or party and MPCTC for the use of specific PSETC training facilities.

.05 Responsibilities.

A. The authorized user shall:

- (1) Ensure all training participants are physically able to participate in training exercises;
- (2) Provide and maintain first aid and medical supplies at each assigned SBLF venue;
- (3) Report all injuries occurring at an assigned SBLF venue to the PTC Manager as soon as practical;
- (4) Ensure no functional weapons are introduced into an SBLF venue;
- (5) Designate an easily identifiable safety officer to oversee training exercises, including one safety officer per SBLF venue when multiple venues are used;
- (6) Ensure all training participants comply with safety officer searches, staging area protocols, safety commands, and protective equipment requirements;
- (7) Provide all required protective equipment for training participants when SIMUNITION or airsoft weapons are used;
- (8) Complete and submit all required SBLF request forms in accordance with scheduling procedures; and
- (9) Ensure the SBLF venue is cleaned and restored to its original condition after use.

B. The safety officer shall:

- (1) Identify a designated staging area outside the SBLF venue that is free of functional weapons;
- (2) Conduct self-check verification by allowing a training participant to physically search the safety officer before training begins;
- (3) Physically search all training participants, including instructors, students, role players, evaluators, and observers, for functional weapons prior to entering the staging area;
- (4) Physically search training participants and vehicles for functional weapons before reentering the staging area;
- (5) Identify and communicate a predetermined safety command to all training participants before training begins; and
- (6) Immediately suspend training when the safety command is verbalized and determine when training may safely resume.

C. A training participant shall:

- (1) Perform a self-check for functional weapons prior to beginning training;
- (2) Physically search the safety officer for functional weapons before entering the staging area;
- (3) Immediately verbalize the predetermined safety command when a safety concern is observed and ensure it is relayed to all participants; and
- (4) Comply with all safety officer directives, searches, and protective equipment requirements.

D. The PTC Manager shall:

- (1) Unlock SBLF venues at the scheduled training time;
- (2) Conduct initial and final walk-through inspections of the venue, in coordination with the authorized user's representative, to ensure the venue is free of trash, debris, damage, and safety hazards;
- (3) Document all inspections and maintain inspection records in accordance with the PSETC Retention Schedule; and
- (4) Photograph all damage documented during final inspections and forward documentation to the PSETC Executive Director when damage is identified.

E. The PSETC Executive Director shall:

- (1) Approve or deny SBLF User Agreements;

- (2) Receive and review documentation of venue damage forwarded by the PTC Manager;
- (3) Determine whether an authorized user will be required to repair damaged property at the authorized user's expense, in accordance with the User Agreement; and
- (4) Suspend or revoke the SBLF privileges of an authorized user that fails to comply with SBLF requirements.

.06 Procedures.

A. User Agreement.

- (1) All potential SBLF users without an executed MOU shall complete the *Outside Party User Agreement form* (Appendix A).
- (2) The *Outside Party User Agreement form* (Appendix A) shall be signed by the requesting agency, the PSETC Executive Director, and the MPCTC Assistant Attorney General.
- (3) A user agreement takes effect on the date of the latest signature.
- (4) A user agreement remains in effect for three years, unless updated or terminated earlier.
- (5) Either party may revoke a user agreement in writing at any time, for any reason, without penalty or further obligation.
- (6) The Guest Services Administrator shall maintain all user agreements in accordance with the PSETC Retention Schedule.
- (7) A valid user agreement permits an authorized user to submit training date requests for SBLF venues.

B. Supervisory Oversight.

- (1) SBLFs are owned by the Department and operated by MPCTC.
- (2) SBLFs are training venues within the PSETC campus.
- (3) The PSETC Executive Director, or the Executive Director's designee, shall have primary operational responsibility for the PSETC.
- (4) While using SBLFs, Department units, resident partners, authorized users, students, and visitors shall be under the supervisory authority of the PTC Manager or the PTC Manager's designee.

C. Venues.

- (1) SBLFs consist of four training venues:
 - (a) Jones Building;

- (b) Men's Home;
 - (c) Practical House 1; and
 - (d) Practical House 2.
- (2) The Jones Building and Men's Home are multi-level, large-scale structures that may be used to replicate apartment complexes, educational facilities, commercial office buildings, correctional facilities, and similar environments.
- (3) Practical House 1 and Practical House 2 are multi-level residential buildings that contain rooms commonly found in a single-family home.

D. Hours of Operation.

- (1) SBLFs are generally available for use Monday through Friday from 0800 hours to 1630 hours.
- (2) An authorized user may request use of an SBLF outside general hours.
- (3) SBLFs are closed on State holidays.
- (4) If State government is closed in either Carroll County or the Central Region, the SBLF shall also be closed.

E. Scheduling.

- (1) The Guest Services Administrator, or the Guest Services Administrator's designee, has the authority to approve or reject SBLF training requests.
- (2) The Guest Services Administrator, or the Guest Services Administrator's designee, shall schedule all SBLF training based on:
 - (a) Venue availability;
 - (b) PSETC staff availability;
 - (c) Number of training attendees;
 - (d) Type of training being conducted; and
 - (e) Other relevant criteria determined by the PTC Manager.
- (3) A Department unit or authorized user shall request all SBLF training dates at least 14 days, and no more than 1 year, in advance of the desired training date(s).
- (4) A Department unit or authorized user shall complete an *SBLF Request form* (Appendix B) and email it to the Guest Services Administrator for approval. The *SBLF Request form* (Appendix B) and the Guest Services Administrator's email are available on the PSETC website at <http://mpctc.dpscs.maryland.gov/>.

- (5) Approval or rejection of the SBLF request shall be provided in writing via email to the Department unit or authorized user by the Guest Services Administrator within 5 days of receiving the *SBLF Request form* (Appendix B).
- (6) The Guest Services Administrator, or Guest Services Administrator's designee, shall maintain each *SBLF Request form* (Appendix B) in accordance with the PSETC Retention Schedule.
- (7) A Department unit or authorized user may not conduct training at the requested SBLF until written approval has been provided by the Guest Services Administrator, or the Guest Services Administrator's designee.
- (8) The Guest Services Administrator shall notify the PTC Manager once SBLF use is scheduled.
- (9) If scheduled SBLF training must be cancelled by either party, the cancellation request shall be submitted in writing as soon as practical.

F. SBLF Venue Inspections.

- (1) Initial Inspection.
 - (a) On each day SBLF training is scheduled, at the scheduled time, the PTC Manager, or the PTC Manager's designee, shall meet the authorized user's representative at the scheduled SBLF venue.
 - (b) The PTC Manager, or the PTC Manager's designee, shall unlock the venue.
 - (c) The PTC Manager, or the PTC Manager's designee, and the authorized user's designee shall conduct a walk-through inspection of the scheduled venue.
 - (d) The inspection shall ensure the venue is:
 - (i) Free of trash, debris, and safety hazards; and
 - (ii) In acceptable condition.
 - (e) The PTC Manager, or the PTC Manager's designee, shall document the inspection on the *Training Venue Initial Inspection form* (Appendix C).
 - (f) If the PTC Manager, or the PTC Manager's designee, or the authorized user's representative deems the venue to be in unacceptable or unsafe condition, the venue may not be used.
 - (g) The PTC Manager, or the PTC Manager's designee, or the authorized user's representative may attempt to remedy the condition by:
 - (i) Correcting the deficiency; or
 - (ii) Changing the venue.

- (h) If no remedy is available, the PTC Manager, or the PTC Manager's designee, or authorized user's representative shall cancel and reschedule use of the SBLF venue as directed under § .06E(9) of this directive.
 - (i) The PTC Manager, or the PTC Manager's designee, shall document all unacceptable or unsafe conditions along with any remedial corrections or alterations on the *Training Venue Initial Inspection form* (Appendix C).
 - (j) The PTC Manager, or the PTC Manager's designee, and the authorized user's representative shall sign the completed *Training Venue Initial Inspection form* (Appendix C).
 - (k) The PTC Manager shall maintain each completed *Training Venue Initial Inspection form* (Appendix C) in accordance with the PSETC Retention Schedule.
- (2) Final Inspection.
- (a) At the scheduled completion time of training each day, the PTC Manager, or the PTC Manager's designee, shall meet the authorized user's representative at the SBLF venue.
 - (b) If training is completed prior to the scheduled completion time, the authorized user's representative shall contact the PTC Manager, or the PTC Manager's designee, and remain at the venue until the PTC Manager, or the PTC Manager's designee, arrives.
 - (c) The PTC Manager, or the PTC Manager's designee, and the authorized user's representative shall conduct a walk-through inspection of the venue.
 - (d) The inspection shall ensure that the venue is:
 - (i) Free of trash, debris, and damage; and
 - (ii) In acceptable condition.
 - (e) The PTC Manager, or the PTC Manager's designee, shall document the inspection on the *Training Venue Final Inspection form* (Appendix D).
 - (f) The PTC Manager, or the PTC Manager's designee, shall photograph all damage documented on the *Training Venue Final Inspection form* (Appendix D).
 - (g) The PTC Manager, or the PTC Manager's designee, and the authorized user's representative shall sign the completed *Training Venue Final Inspection form* (Appendix D).
 - (h) The PTC Manager shall maintain each completed *Training Venue Final Inspection form* (Appendix D) in accordance with the PSETC Retention Schedule.

- (i) If damage is documented on the *Training Venue Final Inspection form* (Appendix D), the PTC Manager shall forward the form to the PSETC Executive Director.
- (j) The PSETC Executive Director, or the PSETC Executive Director's designee, shall determine whether the authorized user will be required to repair the property, at the authorized user's expense, in accordance with the User Agreement.

G. Training Requirements.

(1) Pre-Training Requirements.

- (a) The PTC Manager, or the PTC Manager's designee, shall ensure signage indicating that scenario-based training is in progress is posted at the perimeter of the training venue.
- (b) The authorized user shall:
 - (i) Ensure all training participants are physically able to participate in training exercises;
 - (ii) Designate an easily identifiable safety officer to oversee training exercises, including one safety officer per venue if multiple SBLF venues are used at the same time;
 - (iii) Provide and maintain first aid and medical supplies at each SBLF venue;
 - (iv) Provide all required protective equipment;
 - (v) Ensure all training participants comply with safety officer searches, staging area protocols, safety commands, and protective equipment requirements; and
 - (vi) Report all injuries occurring at an SBLF venue to the PTC Manager as soon as practical.
- (c) The safety officer shall identify a staging area outside the SBLF venue that is free of functional weapons.
- (d) Each training participant shall perform a self-check for functional weapons prior to entering the staging area.
- (e) A training participant shall physically search the safety officer for functional weapons prior to entering the staging area.
- (f) The safety officer shall:
 - (i) Physically search each training participant, including instructors, students, role players, evaluators, and observers, for functional weapons prior to entering the staging area; and

(ii) Search each vehicle involved in training exercises for functional weapons before entering the staging area.

(g) The authorized user may not use functional weapons in an SBLF venue at any time.

(2) Training Operations.

(a) A training participant who exits the staging area for any reason shall be physically searched by the safety officer for functional weapons prior to reentering the staging area.

(b) When a vehicle is removed from the staging area, the safety officer shall search the vehicle for functional weapons prior to the vehicle reentering the staging area.

(c) The safety officer shall identify a predetermined safety command and communicate it to all training participants prior to beginning training.

(d) Each training participant witnessing a safety concern shall immediately verbalize the safety command loud enough for all participants to hear and relay the safety command to any participants not in the immediate vicinity.

(e) When the safety command is verbalized, each training participant shall cease all training activities immediately.

(f) Training participants may not resume training until the safety officer determines it is safe to continue.

(g) Each training participant shall use training weapons, such as SIMUNITION or airsoft, only in accordance with established authorized user safety protocols.

(h) When SIMUNITION or airsoft weapons are in use, each training participant shall wear, at a minimum, head, eye, throat, and groin protection.

(3) Post-Training Requirements.

(a) The authorized user shall be responsible for the clean-up and restoration of the SBLF venue to its original condition.

(b) The PSETC Executive Director may suspend or revoke the SBLF privileges of an authorized user that fails to leave the SBLF venue in the condition in which it was found.

.07 Appendix.

A. PSETC.020-3aR, Outside Party User Agreement Form

B. PSETC.020-3bR, Scenario Based Learning Facility Request Form

C. PSETC.020-3cR, Training Venue Initial Inspection Form

D. PSECT.020-3dR, Training Venue Final Inspection Form

.08 History.

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.09 Distribution.

A

S – Public Safety Education & Training Center



Department of Public Safety and Correctional Services

Maryland Police and Correctional Training Commissions

6852 4th Street • Sykesville • Maryland 21784

(410) 875-3400 • www.dpscs.state.md.us/agencies/mpctc.shtml

OUTSIDE PARTY USER AGREEMENT

This Agreement ("Agreement") is made by and between the Maryland Police and Correctional Training Commissions ("MPCTC"), 6852 4th Street, Sykesville, Maryland 21784, and

_____ ("Outside Party User"), _____.

This Agreement sets forth all the terms and conditions by which MPCTC permits the Outside Party User to use MPCTC's property and/or premises for the purpose(s) of conducting a training event entitled:

In consideration of the mutual agreements contained herein, it is hereby agreed by and between the parties as follows:

- 1) MPCTC has control over the subject property titled to the State of Maryland, specifically: Maryland Public Safety Education and Training Center (PSETC), located at 6852 4th Street, Sykesville, Maryland 21784 ("the Property").
- 2) For the purpose described above, the Outside Party User may enter upon and use the parts of the portion of the Property described below on (date(s) here), between the hours of 8 a.m. and 5 p.m. unless otherwise agreed.
 Date: _____ Time: _____ Location: _____ Room(s): _____
- 3)
 - a) The Outside Party User's use of the Property shall not disrupt or negatively impact the course of MPCTC business, or any other operations on the Property.
 - b) MPCTC agrees to provide adequate space and facilities for the conduct of the Outside Party User's event, which is expected to have _____ participants. The exact room(s) or location(s) shall be at the sole discretion of MPCTC and MPCTC reserves the right to change rooms and locations if unforeseen circumstances arise. In such event MPCTC will provide reasonable notice to Outside Party User.
 - c) Permission to access and use the Property in the identified areas or venues does not constitute the right to use any other training areas, facilities or venues on the Property.
 - d) Terms of Agreement (i.e. rental fee(s), seats in lieu, etc.):
- e) All invoices from MPCTC to the Outside Party User shall be paid in full within 30 days of the date of the invoice and MPCTC shall be entitled to all costs associated with the collection of any amounts due and owing, including reasonable attorneys' fees.
- f) This Agreement shall not be construed to authorize the Outside Party User to enter upon or use the Property for any purpose other than the purpose set forth in this Agreement.

- 4) If MPCTC is providing dormitory rooms for the Outside Party User's participants the following terms and conditions will apply:
- a) The dormitory rooms and facilities will be open and available to Outside Party User's participants 24 hours a day except when cleaning, maintenance or repairs are taking place.
 - b) Routine cleaning, maintenance and repairs of the dormitories are the responsibility of MPCTC.
 - c) Beyond normal wear and tear Outside Party User is solely responsible for any and all property damages arising out of their participants' use of the dormitory premises; and upon demand shall promptly reimburse MPCTC for all such damages, including reasonable attorneys' fees and costs associated with the collection of such damages.
- 5) If, due to weather conditions or any other occurrence beyond either party's control, the purpose of the Agreement cannot be fulfilled during the time specified, the parties may agree to reschedule for a later, mutually agreeable date. If the parties cannot agree on a reschedule date, this Agreement is terminated without further obligation or penalty to either party.
- 6) Operational matters pertaining to this Agreement shall be addressed to and coordinated through each party's contact person. For purposes of this Agreement, MPCTC's contact person is _____, _____ (_____) and the Outside Party User's contact person is _____, _____ (_____).
- 7) Excluding structures, improvements permanently attached to the Property, and classroom tables and chairs, the Outside Party User shall provide its own equipment as necessary to carry out the purpose of this Agreement, and is authorized to bring same onto the Property. The Outside Party User agrees to remove same after completion of work, and to leave the Property in as good condition as when received.
- 8) The Outside Party User shall, at its own expense, remove all trash and debris resulting from the Outside Party User's activities on the Property. The Outside Party User shall use reasonable care to prevent damage to MPCTC's property and premises.
- 9) The parties agree that member(s) of MPCTC staff may be present on the Property throughout the Outside Party User's use of the Property, and shall have access to the Outside Party User's activities in order to monitor same for safety and property maintenance issues. MPCTC staff is authorized to order some or all of the Outside Party User's activities to cease if they reasonably believe a significant safety risk exists, or if significant damage occurs, or in MPCTC's sole judgment, appears likely to occur to the Property or any MPCTC fixtures or equipment of any kind.
- 10) The Outside Party User agrees to use the MPCTC in-house food vendor, Son's Quality Foods, for meals or refreshments. The Outside Party User will be responsible for making all such arrangements in a separate contract directly with the vendor. The Outside Party User is not permitted to use any other food service vendor unless it obtains prior written permission from Son's Quality Foods.
- 11) This Agreement shall not be construed to authorize the Outside Party User to confer rights to use or access of the Property upon any third party that is not a party to this Agreement.
- 12) This Agreement shall not be construed to create any relationship whatsoever beyond the scope of this Agreement between MPCTC or its agents, employees, or representatives, and the Outside Party User or any of its agents, employees, representatives, guests, participants, or attendees.
- 13) The Outside Party User hereby agrees to promptly reimburse MPCTC for any and all damages arising out of the Outside Party User's use of the Property, including reasonable attorneys' fees and costs associated with the collection of such damages.

- 14) MPCTC and the State of Maryland do not assume any obligation to defend, indemnify, or hold harmless the Outside Party from any claims, suits, actions, or liabilities of any kind for injury or death to any person, or for loss or damage to property which arises out of Outside Party User's use of the Property or that may arise from or in any way be associated with the performance or operation of this Agreement.
- 15) Third Party User agrees to defend, indemnify, and hold harmless MPCTC, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to any person, or for loss or damage to property, which arises out of Outside Party User's business, or from any activity, work or thing done or permitted by Outside Party User in or about the Property, except for such injury or damage caused by the sole negligence of MPCTC or its officials, agents, employees or volunteers.
- 16) The liability of the State of Maryland and MPCTC for claims, suits, damages, costs and expenses that result from injury, loss, or damage to persons or property caused by the negligent actions of MPCTC officials, agents, employees or volunteers shall be strictly limited to that provided in the Maryland Tort Claims Act, Md. Code Ann., State Gov't § 12-101 *et seq.*
- 17) This Agreement shall be construed and enforced in accordance with the laws of the State of Maryland.
- 18) The Outside Party User may terminate this Agreement without further obligation if it provides MPCTC's Contact Person written notice at least fourteen (14) days in advance of the scheduled commencement of the Agreement. **Unless the Outside Party User provides the requisite notice they will be subject to a cancellation fee of 50% of the total dollar amount of the Agreement.** MPCTC reserves the right to terminate this Agreement for convenience and without any further obligation at any time prior to the commencement of the Agreement.
- 19) This Agreement is entered into as of the last date indicated below, and represents the entire Agreement between the parties. This Agreement may be amended only in writing signed by the parties. By signing this Agreement the signators below affirm that they have the power and authority to bind their respective parties.

Outside Party User

MPSETC

Kathleen Gossard, Executive Director

Date

Date

APPROVED FOR FORM AND LEGAL SUFFICIENCY

Stuart Nathan, Assistant Attorney General/Principal Counsel
Department of Public Safety and Correctional Services

Date



Scenario Based Learning Facility Request

Name of Requestor: _____

Agency: _____

Address: _____

Phone: _____ Email: _____

Training Program Title: _____

Scenario Facility Requested:

☐ Jones Building
Buttercup Rd. & 4th St.

☐ Men's Home
3rd St.

☐ Practical House #1
2nd St. (Adjacent to PTC)

☐ Practical House #2
Main St. (Adjacent to Rte. 32)

Requested Start Date: _____ Requested End Date: _____

Total Number of Days Requested: _____ Weekends Requested: ☐ Yes ☐ No

Daily Start Time: _____ Daily End Time: _____

Anticipated Students per Day: _____

Alternate date(s) if requested date(s) are not availability: _____

Please Note:

- Daily Rental Fee for Outside Agencies: \$100 per building, per day
- Non-Client or Outside Agencies will be required to approve a User Agreement prior to confirmation.
- All cancellations must be sent in writing to Kelly.Parks@maryland.gov. Cancellation fees will apply based on User Agreement terms.



FOR MPCTC USE ONLY!

Received: _____ Confirmed: _____

Reminder: _____ User Agreement: _____

Cancellation Date: _____

Cancellation Reason: _____



Training Venue Initial Inspection

To be completed on-site daily prior to training venue use:

User Agency: _____

User Agency Representative: _____ Contact Number: _____

PSTEC Representative: _____ Contact Number: _____

Venue Utilized: _____ Specific Location: _____

Date of Use: _____ Time In: _____

- The user agency representative was provided with the Addendum(s) to the User Agreement specific to the training venue being utilized for training.
☐ Yes ☐ No
- A pre-training inspection of the training venue was conducted by representatives from the user agency and PSTEC.
☐ Yes ☐ No
- The training venue is free of trash, debris and safety hazards.
☐ Yes ☐ No
- The training venue is in acceptable condition.
☐ Yes ☐ No

Damage / issues noted prior to use: _____

User Agency Representative Signature

PSETC Representative Signature



Training Venue Final Inspection

To be completed daily upon completion of training venue use:

User Agency: _____

User Agency Representative: _____ Contact Number: _____

PSTEC Representative: _____ Contact Number: _____

Venue Utilized: _____ Specific Location: _____

Date of Use: _____ Time Out: _____

- A post-training inspection of the training venue was conducted by representatives from the user agency and PSTEC.
☐ Yes ☐ No
- The training venue is free of trash, debris and damage.
☐ Yes ☐ No
- The training venue is in acceptable condition.
☐ Yes ☐ No

Damage / issues noted after use: _____

User Agency Representative Signature

PSETC Representative Signature