



Niagara Falls ARS Building 860 Request
James B Roberts Jr. Training Center
Phone: 716-236-2187

The James B. Roberts Training Center is available for military functions, and approved conferences. The facility has 272 seats and a max capacity of 310 people. Please understand that the building's main function is for the military members training first, and then on a first come, first served basis. Any outside group must complete a conference request form (available for download at www.NiagaraFSS.com, conference page). Please call 716-236-2187 to schedule your event. Because of deployments or mass troop movements, the Wing Commander has the right to cancel any events scheduled in Building 860. Every effort will be made to give you as much notice as possible, and assist you in the relocation of your event. The building is equipped with audio/visual equipment. The equipment can be used by the coordinating group, but is held responsible for the equipment. Training is available at convenience of the 914th S.V. technician, ph 716-236-2345. Personal laptops may be connected into the projector, but because of security reason, there is no round internet available. Please keep the building neat, clean, and return the building back to its original state when complete with use. Dan Sveda is the building custodian; any problems should be identifies through him. He can be reached at 716-236-3499. (Please note that the building is not equipped with air conditioning, but fans are located in the building.)

Name of Event

Date of Request (DD MM YYYY)

Click here to enter a date.

Point of Contact (POC) Name

POC Phone (w/Area Code)

Alt Phone (w/Area Code)

POC Organization

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Start Date of Event

End Date of Event

Start Time (HH : MM)

Stop Time (HH : MM)

Click here to enter a date.

Click here to enter a date.

Click here to enter text.

Click here to enter text.

Support Requested:

- Additional tables or equipment (The building has two 6' table in the lobby)
- Extra flags needed for event (Please list flags below. Example, Air Force 1 Star General)
- Extra seats for stage (Use of seats in VIP room is permitted, please return after event)
- Extra microphones (The building has one hand held and one lapel microphone)
- Request a key (Required to sign for key and read building security outline)
- Request extra cleaning crew from SSI throughout event
- Wing approved for priority over other events (Requires e-mail or letter from 914 ALW)

Description of Event/Special Instructions or Requests: (Please be as specific as possible – include dignitaries and special requests for – i.e. early or late after duty hour's entry)

Click here to enter text.