DORM ROOM REQUEST FORM

OPOTA Advanced Training

Requesting Officer:

Date of Birth:

Email Address:

Is the department paying for the room? ☐ Yes ☐ No

Agency Name:

Course Name:

Course Number:

Check In Date: Check Out Date:

Number of Days staying:

Type of Occupancy: ☐ Single Occupancy ☐ Double Occupancy

Signature of Authorizing Authority:

Student Signature:

Submit Completed form to OPOTA Registration at OPOTARegistration@OhioAGO.gov

Please note: Rooms must be requested no later than 10 Days prior to stay. All registrants are required to provide a minimum of 4 working days' notice in the event they need to cancel their enrollment in a Dorm Room, failure to do so may result in a cancellation penalty equal to the total Dorm Room fee. Exception of the cancellation penalty may be considered only under extenuating circumstances beyond the officer's control.

*STOP: DO NOT SUBMIT IF APPLICATION IS NOT COMPLETED