

TEAMUP ONLINE RESERVATION GUIDELINES



Things to remember for TeamUp Flight Deck online reservations:

1. Any reservations taking place outside of regular business hours, 8:00am – 4:30pm, must be made by contacting 87fss.cac.lakehurst@us.af.mil/732-323-2024
2. Reservation Agreements must be uploaded with your request, any reservations made without an agreement will be deleted upon receipt. Agreements can be found on GoMDL.com on the Flight Deck page.
3. Remember to look at the building plans on page 4 of the Reservation Agreement and be mindful of the capacity of each room. Some events with a large participation expectancy may require multiple rooms.
4. You can access TeamUp from any device. Use <https://teamup.com/ksjg7kqvfw4b56zy81> for all computer and mobile devices (download the TeamUp app). You do not have to make an account.
5. If you need to make any modifications or cancel your reservation after making a request, please contact us at 87fss.cac.lakehurst@us.af.mil/732-323-2024
6. Please do not reserve a whole day if you don't need it, stick to a couple hours prior for setup and a couple hours for breakdown.
7. Any reservations made within 24 hours of their start time must be reserved by contacting the Flight Deck at 87fss.cac.lakehurst@us.af.mil/732-323-2024.

If you have any questions about the facility or need help making your reservation, please contact our office and we will be happy to help!