

Community Center Reservation Form

Today's Date: _____ Activity Requested: _____

Date Requested: _____ Time Requested: _____ Expected No. to Attend: _____

Support Requested: (Tables, Chairs, etc.) _____

Room(s) Requested: Gym (278) _____ Rm. 107 (82) _____

Kitchen _____ Rm. 102 (50) _____

Patio _____

Sponsor's Name and Rank: _____

Unit/Work Place: _____ Unit Phone: _____

Fill out the following ONLY if activity is a personal reservation.

Home Phone: _____ Home Address: _____

Base Housing _____ 801 Housing _____ Other _____

Terms and Conditions:

1. Reservation will be approved or disapproved with consideration to;
a) group size, b) specific requirements, and c) availability.
2. Command support groups have priority over ALL reservations.
3. If a cancellation is required, all efforts will be made to accommodate the request.
4. Building cannot be rented for usage of personal gain.
5. Normal hours of operation are 0700 to 2100, Monday through Friday. Any event held outside normal operating hours, needs to be requested at least 15 days in advance. Building must be secured by 2100 unless approved by manager.
6. Reservation form must be filled out and approved before reservation is confirmed. All weekend reservations must be paid for before reservation is confirmed.
7. A fee of \$10 per hour is due at the time of reservation. *Prices noted refer to weekend use only.
8. OTHER (specific to event) _____

The party/parties reserving the facility room(s) are responsible for setting furnishings as needed. If furnishings are rearranged, the party must return to original setting. The user will also return all items to the storage rooms, wash any appliances used, and sweep and mop any spills as necessary. Before leaving, the attendant will inspect the room(s) as required. In the event that a user does not comply with these rules, management will be notified, and the user will not be allowed to further use the facility.

I have read and agree to the terms and conditions provided by the Community Center.

Signature _____

Do NOT write below the line. To be filled out by Community Center staff.

INKED IN

Approved/Disapproved by _____