

55 FORCE SUPPORT SQUADRON WARHAWK COMMUNITY CENTER ROOM RESERVATION FORM

Function Date: _____

Function Name: _____

Start Time: _____

End Time: _____

Estimated Attendance: _____

Start/End time MUST include time needed for set-up and break down

Point of Contact _____

Email Address _____

Cell # _____ **Duty #** _____ **Squadron** _____ **Office Symbol** _____

Point of Contact _____

Email Address _____

Cell # _____ **Duty #** _____ **Squadron** _____ **Office Symbol** _____

Room(s) Reserved

___ Ballroom (\$40/per 4 hours)

___ Dining Room (\$25/Per 2 hours)

___ Global Lounge (\$25/per 4 hours)

___ MVP Room (\$15/Per 2 hours)

___ Nebraska Room (\$25/per 4 hours)

___ Offutt Room (\$15/Per 2 hours)

___ ***Raiders Lounge (\$80/Per 4 hours)**

___ Kitchen (\$25/Per 2 hours)

** Requires fee regardless of category of use.*

Includes 1 bartender and 2 hours bartending service.

Additional Options

Free Use

___ Podium

___ Audio/Visual (not available in all rooms)

___ Tables (estimated #) _____

___ Chairs (estimated #) _____

Additional Fees Apply

___ Indoor Bounce Castle (Global Lounge Only) (\$50)

___ Virtual Reality Gaming (\$25)

___ Video Games (\$25)

___ Party Bar/Bartenders (\$20 per bartender/*minimum*

3 hours includes 1 hour for set up/1 hour for clean-up)

Function Fees and Charges

Room Fee (s) _____ X _____ = _____

Additional Options _____ X _____ = _____

Table linens must be requested/paid for 2 weeks in advance

Square Table Cloths (White Only) 72 X 72 _____ \$4.00X _____ = _____

Square Table Cloths (White Only) 85 X 85 _____ \$4.00X _____ = _____

Banquet (White Only) 52 X 114 _____ \$4.00X _____ = _____

AMOUNT DUE: _____

Deposits required per room (see page 3) _____ X _____ = _____

Credit Card Number* _____ CVV _____ Exp: _____

Credit card will only be charged in the event of damage or if room is not cleaned properly

***A Credit Card number is required for unofficial functions at the time of reservation**

*Turn form over for additional information

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WAR HAWK COMMUNITY CENTER ROOM RESERVATION FORM**

Please read carefully and initial alongside each item.

_____ POC is responsible for all set-up, teardown, and facility/equipment clean up associated with the event. Failure to comply with required cleanup will result in room deposit charges.

_____ POC is responsible to bring all necessary supplies and equipment to include serving dishes, serving utensils, tableware, tape, pens, scissors, etc.

_____ POC is responsible for ensuring base access for all personnel without a military I.D. (function attendees and catering personnel) (Visitors Center 294-7551).

_____ Table linens must be ordered, and paid for, two weeks prior to the event. There are no refunds once an order is placed (Linen fees are assessed regardless of event categorization).

_____ POC is responsible for the replacement cost of linens damaged beyond repair.

_____ Customers may bring food for potlucks. If catering is used, event POC must coordinate with Offutt Public Health at least two weeks prior to the event (Public Health 232-1632)

_____ Local caterers and restaurants are not authorized to sell or dispense alcohol on Offutt AFB. Additionally, customers are not authorized to bring in alcohol for consumption or sale during an event. All requests for alcohol sales and/or service require bar service to be scheduled a minimum of two weeks in advance (Bartender fees are assessed regardless of event categorization).

_____ POC's requesting bartender services/alcohol must coordinate a minimum of two weeks in advance. Requests are subject to bartender availability. Minimum of three hours are required, which includes one hour of set up/prep time and one hour of clean up time. Set up and clean up of the portable party bar is the responsibility of the bartender on duty and not the event POC.

_____ Glitter, confetti, or candles with flames are not allowed in the facility.

_____ POCs for events/functions that do not clean the facility and equipment in accordance with the checklist will forfeit the deposit via the credit card or payment method on file. If damage or cleaning is excessive, further charges may be assessed as necessary.

_____ Children under the age of 18 are the responsibility of the parents. Children are not to be left unattended.

_____ Private Organizations wishing to host a fundraising event at the Warhawk Community Center must be in an active status with the 55th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.

_____ Mission requirements have priority and could cause your function to be moved or changed.

_____ **CANCELLATIONS:** Cancellations must be made *three business days* prior to the event for the reservation to receive a refund. Cancellations made after this deadline or no-show will forfeit any payments made. *If linens were ordered as part of this contract, refunds will not be issued.*

As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract.

Event POC Signature Employee Signature /Date

Staff Member Signature/Date

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Official functions: Not subject to facility usage fees or deposits

- Airman Leadership School Graduation
- Wing Wide promotion ceremonies
- Change of Commands
- Commander's Call
- Right Start
- Quarterly Awards
- Blood Drives
- Mandatory trainings such as Green Dot

Official Functions should take place during regular operating hours with the exception of Airmen Leadership School Graduations and Dining In/Dining Out Dinners.

Official functions: Not subject to facility usage fees/Deposits-required

- Formal Dining Out Dinners
- Dining In Dinners
- Birthday Ball
- Annual Award Banquets
- Promotion Release Parties*
- Official usage for retirements, promotions, or squadron activities must comply with Special Morale and Welfare (SM&W) policies authorized in AFI 34-201, Chapter 12, Use of Nonappropriated Funds (NAFS).

**Promotion release parties will not incur a fee for room usage. If alcohol is requested, a \$20 per hour fee will be assessed to offset labor cost. Requests for alcohol must be made at least one week in advance ensure product availability.*

Use of the kitchen requires a deposit regardless of event classification. Deposit is refunded once checkout is complete.

Un-Official/Personal Use Functions

Unofficial/Personal functions are required to pay published room rental fees as specified on contract. List below is an example of un-official/personal use functions.

- Anniversary/Birthday Party
- Reunion
- Events/Conferences charging a fee for participation (Tech Expo etc.)
- Facility Use by Private Organizations (as identified in AFI 34-223)
- Holiday Parties
- Wedding
- Non-Federal Entity Event
- Social Gatherings

Room Listings/Deposit Fees (per room requested)

Ballroom (Maximum Occupancy 394 standing/300 seated)/\$400 Deposit
Nebraska Room (Maximum Occupancy 166)/\$250 Deposit
Global Lounge (Maximum Occupancy 261)/\$250 Deposit
Dining Room (Maximum Occupancy 126)/\$250 Deposit
Offutt Room (Maximum Occupancy 29)/\$150 Deposit
Raiders Lounge (Maximum Occupancy 89)/\$150 Deposit
MVP Lounge (52)/\$150 Deposit
Kitchen/\$100 Deposit

Requests for events to receive waiver of fees must be approved, in writing, by the Wing Commander/ or Tenant Unit Wing Commander Equivalent and must be presented at the time of reservation in order to be exempted from room fees.