

WARHAWK COMMUNITY CENTER RESERVATION FORM

Function Date: _____ Function Name: _____

Start Time: _____ End Time: _____ *Start/End time MUST include time needed for set-up and break down*

Estimated Attendance: _____

Point of Contact _____

Email Address _____

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

Alternate Point of Contact _____

Email Address _____ **Cell #** _____

Room & Pricing

- ___ Kitchen: \$25 Per 4 hours
- ___ Offutt Room: \$25 Per 4 hours
- ___ MVP Room: \$25 Per 4 hours
- ___ Raiders Lounge: \$100 Per 4 hours *Includes 2hr Bartender Service
- ___ Daedalian Room: \$40 Per 8 hours
- ___ Dining Room: \$25 Per 4 hours
- ___ Nebraska Room: \$50 Per 8 hours
- ___ Global Lounge: \$60 Per 8 hours
- ___ Ballroom: \$60 Per 8 hours
- ___ Ballroom/Daedalian Combo: \$100 Per 8 hours

Maximum Occupancy and Square Feet Per Room

- Minimize occupancy for safety
- 29 standing / 15 seated / 440 sq/ft
- 52 standing / 40 seated / 780 sq/ft
- 89 standing / 60 seated / 1328 sq/ft
- 126 standing / 100 seated / 1886 sq/ft
- 137standing / 80 seated / 2052 sq/ft
- 166 standing / 125 seated / 2484 sq/ft
- 261 standing / 150 seated / 3911 sq/ft
- 268 standing / 200 seated / 4018 sq/ft
- 394 standing / 300 seated / 5904 sq/ft

*Seated occupancy is approximate, varies on function layout. May not exceed standing occupancy numbers.

*Additional amenities and free use items may not be available in all rooms. Please inquire concerning specific rooms) reserved.

Free Use

- ___ Tables Estimated # _____
- ___ Chairs Estimated # _____
- ___ Podium
- ___ Audio/Visual (Not available in all rooms)
- Audio Support 294-3009
- Visual Support 294- 3663

Additional Amenities - Fees Apply

- ___ *Mobile Bar/Bartender: Must request 2 weeks in advance
\$100 Per bartender Per 2 hours
- ___ Indoor Bounce Castle: \$50 Global Lounge Only
- ___ Video Games Consoles: \$25 Global Lounge Only
- ___ Board Games/Yard Games: \$25 Facility Use Only

Function Fees and Charges

Room Fee(s) _____ **x** _____ = _____
 Additional Fee(s) _____ **x** _____ = _____

Deposits Information _____ **x** _____ = **Total Due \$** _____

*Credit Card Number _____ **CVV** _____ **Exp:** _____ **Zip Code:** _____

***A credit or debit card is required at the time of reservation. Cards are subject to charges for any additional cleaning needed or damage to equipment or the facility.**

WARAWK 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 checklist will result in additional charges. Minimum \$50 per hour cleaning.
In instances a professional cleaner must perform cleaning service, the cost will be at the expense of the POC.

_____ Damage to rooms or equipment will result in additional charges to the POC in order to repair or replace damaged items.

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

_____ Customers may bring in outside food or catering. 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. Customers holding functions at the Warhawk Community Center are not authorized to bring in alcohol for consumption or sale. Alcohol must be purchase from the facility.

_____ POC's requesting bartender services and alcohol orders for the Warhawk Community Center must coordinate a minimum of two weeks in advance. Requests are subject to product and bartender availability. There are no refunds once an order is placed.

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

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

_____ Private Organizations hosting 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. (294-6251)

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

_____ Bartending services are not available for functions held within Quarters 13. Functions at this location with the intent to serve alcohol must comply with AFI 34-219. Provisions outlined in this instruction are emphasized: All servers must obtain DRAM shop certifications and adhere to all regulations and state laws. No one under the legal drinking age of 21 can be served or permitted to consume alcoholic beverages at the function. Designated drivers must be available to provide transportation for those impaired/intoxicated. Designated drivers must be alcohol free and have a valid driver's license. Alcoholic beverages are not to be served or sold to persons who appear to be intoxicated or not in control of their faculties.

_____ Keys must be issued for functions held at Quarters 13 as it is an unstaffed facility. Keys may be issued for functions held at the Warhawk Community Center when outside normal business hours or if staffing is unavailable. Keys are available for pick up during normal hours of operation one business day prior to a function. Advanced coordination must be made to deconflict with other functions. Any key issued must be signed for and return by 9 AM the following business day. POC issued keys are responsible for all occupants within the facility for the duration of the event. POCs are responsible for ensuring the building is properly secured at the end of the event. If the building is left unsecured, POCs will be responsible for returning to secure it. In the case keys are lost, the reserving POC is responsible for rekey of the facility.

_____ CANCELLATIONS: Cancellations must be made three business days prior to the event for the reservation to receive a full refund. Cancellations made after this deadline will be addressed on a case by case basis.

Event POC Signature/Date

Staff Member Signature/Date

Warhawk Community Center Room Checkout

(To be completed by function POC upon receiving room and prior to vacating post function.)

Function name: _____ Date: _____

I _____ (Event POC) have received the reserved room(s) empty, clean, and with tables/chairs stacked and or stored properly. I understand the Warhawk Community Center has limited AV equipment, ceremonial flags, and supporting equipment and does not supply events with cooking/serving equipment or with consumable products that support an event. I have also received all applicable equipment requested in advance through the reservation form. I have been instructed on the location of light switches, restrooms, fire extinguishers, emergency exits, and understand how to contact staff if needed. I have also been instructed on how to operate audio visual equipment if requested. I confirm the reserved room(s) has been received in a satisfactory manner, and understand I am responsible for cleaning as described by the checklist below. Furthermore, I understand my responsibility to coordinate with Warhawk Community Center staff after the event to ensure there is no lost, damaged, or stolen property and that satisfactory cleaning has been accomplished per the checklist below. Failing to do so will result in additional charges to clean rooms and repair or replace items returned in an unsatisfactory condition. **Initial** _____

Facility Key Issue: (Please indicate NA if not applicable.)

Key must be signed out and remain in the possession of signing customer. **Initial** _____

Signing customer and/or event coordinators will be liable for any damages to the facility or stolen property. **Initial** _____

Do not sub custody to others, do not duplicate. **Initial** _____

Key must be returned to facility by 9am the following business day after event. **Initial** _____

In case of emergency dial 911, 294-6101 for CE. For facility issues, call 402-294-9558. **Initial** _____

Customer Care Kit received. Contents verified. **Initial** _____

List any additional items received. _____ **Initial** _____

Staff members Signature: _____

Date: _____

Customer Signature: _____

Date: _____

The below checklist is to completed AFTER event completion, please return to complete room checkout.

Description:	Yes	No	N/A
1. Return all equipment and supplies to facility staff. Indicated above.			
2. Remove any decorations/balloons etc. to include tape on walls/doors,			
3. Wipe down all tables/countertops.			
4. Return tables/chairs to closets as originally organized. Chairs 8 high.			
5. Vacuum all carpeted areas. Sweep & mop dance floors/hard surfaces.			
6. Wash & return any containers/utensils/ etc. to their original location.			
7. Take all trash to dumpster located on the South side of building.			
8. Clean all refrigerators, microwaves, & appliances used.			
9. Ensure no damage/stolen property, doors are secured, & facility keys returned.			
10. Finalize any paperwork or make any final payments needed.			

Warhawk Community Center staff must verify the above checklist has been accomplished. Failing to do so may result in loss of deposit, fees or charges if room(s) are found to be unsatisfactory.

Staff members Signature: _____

Date: _____

Customer Signature: _____

Date: _____