

Send completed Form to 55FSS.FSCP.CommunityActivity@us.af.mil
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*

*Ceremony Start: _____ Bartending Start: _____

Estimated Attendance: _____

Point of Contact _____

Email Address _____

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

Alternate Point of Contact _____

Email Address _____ **Cell #** _____

Room & Pricing

Kitchen: \$35 Per 4 hours
 Dining Room: \$35 Per 4 hours
 Offutt Room: \$35 Per 4 hours
 MVP Room \$35 Per 4 Hours
 Daedalian Room: \$55 Per 8 hours
 Nebraska Room: \$70 Per 8 hours
 Global Lounge: \$80 Per 8 hours
 Ballroom: \$100 Per 8 hours
 Ballroom/Daedalion Combo: \$155 Per 8 hours
 Raiders Lounge: \$135 Per 4 hours *Includes 2hr Bartender Service

Maximum Occupancy and Square Feet Per Room

Minimize occupancy for safety
 137standing / 80 seated / 2052 sq/ft
 29 standing / 15 seated / 440 sq/ft
 52 standing / 40 seated / 780 sq/ft
 126 standing / 100 seated / 1886 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
 89 standing / 60 seated / 1328 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)

Additional Amenities - Fees Apply

*Mobile Bar/Bartender: Must request 2 weeks in advance
 \$135 Per bartender Per 2 hours
 Indoor Bounce Castle: \$75 Global Lounge Only
 Video Games Consoles: \$50 Global Lounge Only
 Board Games: \$30 Facility Use Only
 Yard Games \$40 Facility Use Only

General Contact Information

Base Access 294-7551
 Facility Emergencies 294-6101
 Audio Support 294-3009
 Visual Support 294- 3663

Function Fees and Charges

Room Fee(s) _____	_____ X _____ = _____	Tier I
		Tier II
		Tier III
Additional Fee(s) _____	_____ X _____ = _____	Tier IIII
		Tier V
		=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.**

For questions or concerns please call at 402-294-9558 or email at 55FSS.FSCP.CommunityActivity@us.af.mil

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 and or the reserving groups
GPC cardholder 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).
- _____ POC acknowledges facility temperatures are tightly controlled by Civil Engineering. As such facility temperatures may fluctuate during peak usage. Concerns must be coordinated with CE the week prior to function.
- _____ Official reserved parking is designated and controlled by CE. POCs requesting additional function specific reserved parking must coordinated through the Warhawk Community Center. Due to the high possibility of multiple functions occurring at once, each function is allocated four temporary reserved parking spaces designated by the Warhawk Community Center. Any function requesting more than four temporary spaces must coordinate and receive approval by Warhawk Community Center in advance. No matter the quantity of reserved spaces, all reserved parking stanchions and placards must be coordinated by the POC through CE a minimum of one week prior to the event.
- _____ 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)
- _____ POC acknowledge that local missions require the Klaxon alarm to sound at least twice daily. Alarms occur at approximately 1000 and 1400. Alarms may sound during events and need to be considered in event planning.
- _____ Mission requirements have priority and could cause your function to be moved or changed.
- _____ Keys may be issued for functions held at the Warhawk Community Center when outside normal business hours or if staffing is unavailable. Advanced coordination must be made to deconflict with other functions. Keys are available for pick up during normal hours of operation one business day prior to a function. 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

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Warhawk Community Center Room Checkout

(To be completed by function POC upon receiving room and prior to vacating after 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: _____

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