



Vogelweh Community Center Room Reservation Request



Building 2059 * DSN 489-6539 or 0631-536-6539

Taken By: _____		Approved/Disapproved: _____	
Type of Activity: _____		Date of Activity: _____	
Time In: _____	Time Out: _____	<i>*No early entry authorized other than paid time frame</i>	
Sponsoring Unit: _____		Primary POC Name: _____	
Primary Contact #: _____		Primary Contact e-mail: _____	
Secondary Phone #: _____		Secondary email: _____	
Multi-Purpose Room: <input type="checkbox"/>	Conference Room: <input type="checkbox"/>	Inflatable Castle (\$40): <input type="checkbox"/>	# of Guests: _____

Please read and initial the below instructions and provisions

Provisions: Rooms may be reserved for the current and following month only. Room usage is determined on availability, eligibility, reason and type of activity. Due to the nature of our business, Community Center programs and Force Support functions take priority. Other recreation and leisure type functions, official meetings and conferences may be booked on a first come, first serve basis.

Cost: Rooms at the Vogelweh Community Center can be reserved at a cost of **\$25 for the first 2 hours and \$15 per hour after that. All room reservations are subject to a \$25 refundable security deposit.** Official functions to include commanders call, blood drives, training classes and unit promotion ceremonies are at no cost to the unit. However, a \$25 refundable security deposit is required to reserve the room. Official functions that serve food during their event is considered a party and is subject to the aforementioned fees. All payments for room reservations must be made by COB two (2) days after notification of approval; non-payment will result in cancellation. **Deposits not collected at the end of the event will be forfeited.**

Additions: The Vogelweh Community Center can provide a bouncy castle for reservations inside the **Building 2059 Ballroom ONLY**--the cost is \$40. Community Center staff will set-up the bouncy castle and it may not be moved. The Vogelweh Community Center is not responsible for supervision of activity or injuries sustained while using these items.

Hours: Groups may only have access to **the Vogelweh Community Center after 1000 Monday-Saturday (1200 on Mon-Fri during summer operational hours).** All events must be completed by 15 minutes prior to closing to allow for cleanup and furniture rearrangement. Since schedules are tight **please include setup and tear-down within your requested times.** Any functions that are held before or after the above opening and closing times will be charged \$15 per hour opening/closing fee.

Cancellations: Must be **made in writing via email at 86fss.fscp.communitycentervog@us.af.mil or communitycentervogelweh@gmail.com** within 72 hours prior to the event for the reservation to receive a refund. Cancellations made after this deadline or no-shows will forfeit any payments made. No-shows by official functions will result in loss of privileges for reserving rooms at the Vogelweh Community Center and will forfeit the refundable security deposit.

Group/Individual Responsibilities: Check in for room reservations is located at the VCC front desk. Room inspections will be made before and after room use by a staff member. Patrons may not start setting up until the room has been inspected by a staff member. Damage or problems must be annotated on the check-in sheet. Any damages made to the room or furnishings will be charged to the POC after post inspection is made. Groups are responsible for providing manpower for the setup and tear-down of rooms. At the conclusion of the room reservation, trash must also be taken to the dumpsters behind building 2059. Failure to return the room to its original state and properly storing tables, chairs, and disposal of waste will result in forfeiture of the security deposit and denial of future use.

Supplemental Equipment: Any required equipment such as transformers or extension cords must be provided by the requesting party - it will NOT be provided by Vogelweh Community Center.

Fundraising/Admissions Charge: The Community Center cannot be used for fundraising programs. Funds may not be collected and admissions cannot be charged without an official NAF contract signed by the NAFFMB and Community Center Director. Gambling is STRICTLY prohibited!

AFI 34-109: Facility use by any group or organizations including food service must conform to Public Health requirements and local policy.

Decorations cannot be put up on walls, furniture, windows, ceiling, ceiling fans, lighting equipment, etc. We recommend decorating with balloons which can be purchased from Vogelweh Community Center reception desk.

Outside alcoholic beverages are strictly prohibited.

Children under 18 years of age must be supervised AT ALL TIMES!

I have read, understand and agree to comply with the above listed provisions and rules:

Signature

Date and Time of Request