



CROSSROADS RESERVATION REQUEST



CROSSROADS SKATING ANNEX (Bldg. 2053)

DSN: 489-6539 or 489-7626

CIV: 0631-536-6539 or 0631-536-7626

EMAIL: 86fss.fscp.communitycentervog@us.af.mil or communitycentervogelweh@gmail.com

DATE OF EVENT: _____ TIME IN: _____ TIME OUT: _____

SPONSOR: _____ EMAIL: _____

TEL: _____ PACKAGE: _____ # OF ATTENDEES: _____

BASIC PACKAGE - \$75

- 3 hour party
- 10 invitees + guest of honor skate free
- 3 tables and 12 chairs
- DJ special shout out for guest of honor
- One complimentary skate pass for future use

**additional skaters pay \$8 ea.*

Available Friday-Sunday during open skate hours only

VIP PACKAGE - \$150

- 3 hour party
- Closed private event
- 15 invitees + guest of honor skate free
- Customized music playlist (48 hour notice)
- Two complimentary skate passes for future use

**additional skaters pay \$5 ea.*

Not available during Afterschool, Summer, Open or Adult Skate hours

PLATINUM PACKAGE – \$250

- 4 hour party (private event)
- Customized music playlist (48hr notice)
- 10 complimentary additional skaters (25 total)
- DJ hosts 2 party games
- Complimentary skate pass for 6 for future use

**additional skaters pay \$5 ea.*

Not available during Afterschool, Summer, Open or Adult Skate hours

GENERAL RULES: *Please read and initial each line item. Failure to agree to comply with any rule will result in automatic cancellation of request.*

_____ **Bookings:** Parties may be reserved for the current and following month only. Facility usage is determined on availability, first come first serve, eligibility, reason and type of activity. Due to the nature of our business, Community Center programs and Force Support functions take priority.

_____ **Security deposit:** All packages and reservation requests are subject to an additional refundable \$25 security deposit. You will be refunded the security deposit in the same form payment was made at the conclusion of your event after it has been inspected and approved by staff. **Security deposits not collected at the end of your event is automatically forfeited.**

_____ **Cancellations:** Must be made in writing via email at 86fss.fscp.communitycentervog@us.af.mil or communitycentervogelweh@gmail.com 72 hours prior (*i.e., event is on Saturday, cancellation notice must be reported by Wednesday*) 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 the loss of privileges and will forfeit the refundable security deposit.

_____ **Hours:** Approved users may only have access to Crossroads skate rink during the contracted time. **Setup/teardown time is included in the contracted time.** All events must be completed 15 minutes prior to closing to allow for cleanup and furniture rearrangement. **Any function that is held before or after the approved contracted time will be charged \$15 per hour opening/closing fee per staff member on duty.**

_____ **Food/Beverage Policy:** Crossroads staff is not responsible or liable should you or any guest fall ill due to food or beverages consumed during your event. There are no refrigerators or heating elements provided. If desired, you must provide them, and they must be in accordance with fire/safety guidelines outlined in AFI 34-109 3.1.4.3

Facility use by any group or organizations including food service must conform to Air Force public health requirements and local FSS policy. Glass containers, outside alcoholic beverages, BBQ'S, open fires or gas grills are strictly prohibited.

_____ **Minors:** Children under the age of 18 years must be supervised at all time.

_____ **Official Functions:** Commanders call, blood drives, training classes and unit promotion ceremonies are at no cost to units. However, a \$25 refundable security deposit is required. Official functions that serve food during the event is considered a party and is subject to the applicable package fee. All payments for reservations must be paid in full by COB two (2) days after notification of approval. Non-payment will result in automatic cancellation.

_____ **Decorations:** **Decorations, signs, banners or anything that has to be taped/tacked etc. to our walls is strictly prohibited;** table/chair decorations are authorized. Any damages made to the party area or furnishings will be charged to the POC after post inspection is made. Failure to return the area/facility to its original state will result in the forfeiture of the \$25 security deposit and denial of future use.

CLEAN-UP:

___ Tables must be wiped down with wet wipes or cleaning spray and paper towels before being tore down.

___ Tables and chairs must be folded and stacked neatly against the wall back to its original state.

___ Vacuum carpet scrub/remove stains (see staff for vacuum)

___ Empty trash receptacles and take trash to dumpster located outside of the facility.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES STATED ABOVE:

PRINT NAME

SIGNATURE

DATE

***** OFFICIAL USE ONLY *****

STAFF MEMBER TAKING RESERVATION: _____

NAME OF APPROVER

DATE PAYMENT DUE

DATE CONTACTED CUSTOMER

NOTES: