

Ramstein Community Center Room Reservation Request



Building 411 & 412 * 480-6600 or 480-7187

Time Out: Time Out: No early entry authorized other than poid time frame and of Guests: Sponsoring Unit: Primary Contact #: Primary POCName: Primary POCName: Primary Contact #: Secondary Phone #: Seconda	Received By:Approved/Disapproved:		
Sponsoring Unit: Primary POCName: Primary Contact #: Primary Contact #	Type of Activity:	Date of Activity:	
Sponsoring Unit: Primary POCName: Primary Contact e-mails Secondary Phone 8: Secondary Phone 9: Secondary Phone 9: Secondary Phone 9: Secondary Phone 9: Secondary Ph	Time In: Time Out:	*No early entry authorized other than paid time frame	# of Guests:
A12 Multi-Purpose Room: (circle ONE if applicable: Tile Side or Wood Side)	Sponsoring Unit:		
A12 Multi-Purpose Room: (circle ONE if applicable: Tile Side or Wood Side)	Primary Contact #:	Primary Contact e-mail:	
412 Multi-Purpose Room: (circle ONE if applicable: Tile Side or Wood Side) 412 Class Room 1		· ·	
Class Room 2	_	·	
Provisions: Rooms may be reserved for the current and following month only. Room usage is determined on availability, eligibility of the provisions of the current and following month only. Room usage is determined on availability, eligibility, other recreation and leisure type functions, official meetings and conferences may be booked on a first come, first sbasis. For Official heracity, Other recreation and leisure type functions, official meetings and conferences may be booked on a first come, first sbasis. For Official the Runtions: pro-ampunyous literature of the provided of the			
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be completed by 30 minutes prior to closing to allow for cleanup and furniture rearrangement. Since schedules are tight plea include setup and tear-down within your requested times. Any functions that are held before or after the above opening an closing times will be charged \$15 per hour opening/closing fee. After hours will need Pre-approval by Director. Cancellations: Must be made in writing via email at 86fss.ramsteincommunitycenter@us.af.mil or ramcomcen@gmail.com within 72 hours prior to the event for the reservation to receive a refund. Cancellations made after this deadline or no-shows forfeit any payments made including the refundable deposit. No-shows by official functions may result in loss of privileges for reserving rooms at the Ramstein Community Center and will forfeit the refundable cleaning deposit. Group/Individual Responsibilities: Check in for room reservations is located at the RCC front desk, bldg. 412. Room inspection will be made before and after room use by an RCC 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 furnishings will be charged to the POC after post inspection is made. Groups are responsible for providing manpower for the se and tear-down of rooms. At the conclusion of the room reservation, trash must also be taken to the dumpsters behind buildin 411. 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 request party-it will NOT be provided by Ramstein Community Center. Fundraising/Admissions Charge: Fundraising Events. Force Support activities can sponsor fundraising events and projects for benefit of base personnel and their family members. These fundraising events cannot benefit non-Federal en		wilding 412 and the Anney Building 411 often 1100 Manday	Caturday All ayonts on
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