



# Ramstein Community Center Room Reservation Request

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



Received 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 e-mail: _____	
<input type="checkbox"/> 412 Multi-Purpose Room: (circle ONE if applicable: Tile Side or Wood Side)		<input type="checkbox"/> 412 Class Room 1	
<input type="checkbox"/> Class Room 2		<input type="checkbox"/> 411 Annex Multi-Purpose Room	
OFFICIAL FUNCTIONS ONLY: <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Smartboard <input type="checkbox"/> USA/German Flags			

Please Read and Initial the below instructions and provisions in agreement with the terms

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**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. **For Official Functions: pre-approval is required by Community Center Director.**

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**Cost:** Rooms at the Ramstein Community Center building 412 and Annex building 411 can be reserved at a cost of **\$30 for the first 2 hours and \$20 per hour after that. All room reservations are subject to a \$25 refundable security deposit.** Official functions to include commander's 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.**

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**Additions:** The Ramstein Community Center will allow set up of inflatables inside the building **412 Multi-Purpose Room ONLY.** Inflatable setup is the responsibility of the person making the reservation. Inflatables can be rented through Outdoor Recreation at 06371-47-5705. The Ramstein Community Center is not responsible for supervision of activity or injuries sustained while using these items.

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**Hours:** Groups may only have access to **Building 412** and the **Annex Building 411 after 1100 Monday-Saturday.** All events must be completed by 30 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. **After hours will need Pre-approval by Director.**

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**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 will 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.

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**Group/Individual Responsibilities:** Check in for room reservations is located at the RCC front desk, bldg. 412. Room inspections 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 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 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.

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

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**Fundraising/Admissions Charge:** Fundraising Events. Force Support activities can sponsor fundraising events and projects for the benefit of base personnel and their family members. These fundraising events cannot benefit non-Federal entities, private individuals or installation-recognized private organizations, even if the Force Support nonappropriated fund instrumentalities share in the proceeds. Reference AFI 34-101. Installation-recognized private organizations, per AFI 36-3101 and AFI 34-223, may use Force Support facilities, with installation commander authorization in writing ahead of time, for fundraising events on an occasional basis. Occasional is defined as not more frequently as three times a quarter. 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.

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**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 MOMs Balloon and Gift Shop. Outside alcoholic beverages are strictly prohibited.

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**Children under 18 years of age must be supervised by and adult AT ALL TIMES!**

Please sign & date below stating; I have read, understand and agree to comply to the above listed provision and rules