



Ramstein Community Center Room Reservation Request



Building 412 | DSN: 480-6600 | Commercial: 06371476600

Received By: _____

Approved By: _____

Type of Activity: _____		Date of Activity: _____	
Time In: _____	Time Out: _____	<i>*No early entry authorized other than paid time frame</i>	# of Guests: _____
Sponsoring Unit: _____		Primary POC Name: _____	
Primary Contact #: _____		Primary Contact e-mail: _____	
Secondary Phone #: _____		Secondary e-mail: _____	
<input type="checkbox"/> 412 Multi-Purpose Room Both Sides (approx. 140-180 guests)	<input type="checkbox"/> 412 Multi-Purpose Room Front Side (approx. 20-40 guests)	<input type="checkbox"/> 412 Class Room 1 (approx. 25-32 guests)	
<input type="checkbox"/> 412 Multi-Purpose Room Back Side (approx. 60-80 guests)	<input type="checkbox"/> Flying Pig Classroom (up to 15 guests)	<input type="checkbox"/> 412 Class Room 2 (approx. 13-19 guests)	
OFFICIAL FUNCTIONS ONLY: <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Smartboard <input type="checkbox"/> USA/German Flags <input type="checkbox"/> 412 Class Room 2 (approx. 13-19 guests)			

Please read and initial the below instructions and provisions in agreement with the terms.
Once completed, send Room Reservation Request forms to: ramcomcen@gmail.com.

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: Room reservation prices vary. See below for details.

ROOM	FEES	DEPOSIT (REFUNDABLE)
MPR 412 (both sides)	\$30/hr	\$25
MPR 412 (one sides)	\$25/hr	\$25
Classroom 1	\$25/hr	\$25
Classroom 2	\$25/hr	\$25
Flying Pig	\$25/hr	\$25

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. Official functions that serve food during the event are considered parties and are 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.**

Room setup: The Ramstein Community Center **does not** provide the table and chair setup for private or official functions. Patrons must include setup time in their reservation request. Tables and chairs will be available in the corner of the multipurpose room and must be setup by the customer. After the event, chair must be re-stacked, and tables collapsed and returned to the designated area.

Weekend hours for private events: The Ramstein Community Center offers room rentals for private events during the weekend. For pricing information, see below. Prices listed are the same for all rooms in building 412.

SATURDAY & SUNDAY TIMEBLOCKS	FEES
1000-1200	\$70/ 2hrs + \$25 deposit
1230-1430	\$70/ 2hrs + \$25 deposit
1500-1700	\$70/ 2hrs + \$25 deposit

Hours: Groups may only have access to Building 412 from Monday-Friday 0800-1900. 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.**

Cancellations: Must be made in writing via email at 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.

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 be removed from the receptacle and taken to the dumpsters behind building 411. Additionally, all tables must be wiped down thoroughly with wipes found at the front desk. 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 Ramstein Community Center.

Fundraising/Admissions Charge: Fundraising Events. Force Support activities can sponsor fundraising events and project 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.

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 Shops. Outside alcoholic beverages are strictly prohibited.

Children under 18 years of age must be supervised by an adult AT ALL TIMES!
Please sign and date below stating: I have read, understand and agree to comply to the above listed provision and rules.

Send Room Reservation Request forms to: ramcomcen@gmail.com.

Signature: _____ **Date:** _____