



# Multipurpose Rooms Reservation Form

**Request to use Community Center Multipurpose Rooms (Bldg. 700) for the following:**

Function: \_\_\_\_\_

Organization/Person Making Request: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

POC: \_\_\_\_\_

POC Duty #: \_\_\_\_\_ POC Home #: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Description of Function: \_\_\_\_\_

For reservations of the Multipurpose Room there is a fee of \$25.00 per hour and will be charged to the user if it is not a unit meeting. There are tables, Chairs, projector and Computer access in the rooms.

**No outside alcohol/food may be brought in and eaten in the Multipurpose Rooms. Airman's Blitz Lounge sells cans, draft and mini bottles. If it's open during your meeting. There are areas that can be reserved for eating. If your event is going to start or end after our regular scheduled hours an addition fee could be charged.**

**ALL APPLIED FEES MUST BE PAID 3 DAY IN ADVANCE. (accept cash, check or FSS/Airshow bucks)**

I have read the terms and conditions listed on the reverse of this page and understand all that is expected of me and my function. Please email this form back to [Sandy.Phillip.1@us.af.mil](mailto:Sandy.Phillip.1@us.af.mil)

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

## COMMUNITY CENTER TERMS AND CONDITIONS

- In making this reservation, I fully understand that I am responsible for the set-up and clean-up of the utilized space.
- I understand that due to mission requirements, reservations are subject to cancellation and, if cancelled, I am due a complete refund of any fees or deposits.
- Children under the age of 16 must be under the direct supervision of an adult.
- Events requiring media items such as laptop computers, projectors, etc. must be provided by REQUESTOR.
- I will abide by all building rules and will be financially responsible for any damages to the facility.
- All equipment must be checked out with employees working your event and the appropriate paperwork filled out.
- I understand off-base financial institutions are not permitted to distribute competitive financial literature or forms on the installation.
- I understand Academic Institutes without an MOU may not engage in personal solicitations or display competitive literature on the installation without the express written permission of the installation commander.
- I understand I may have the opportunity to purchase space in FSS media to advertise my function through by contacting Marketing at 623-856-3245.
- If this event is being promoted, I understand Marketing must provide oversight with regard to ad specs, percentage of messaging, approval of all ad content to include disclaimers prior to promotion.

## ALCOHOL TERMS AND CONDITIONS

- The legal ages for possession, serving and consuming alcoholic beverages is 21. The requesting organization or individual is responsible to ensure this requirement is met.
- Only beverages served by Blitz's Lounge or Club 56 are authorized in this facility. Individuals may not bring private beverages into the facility for consumption unless approved in advance by the base commander.
- All alcoholic beverages purchased in the Community Commons (Blitz's Lounge) must stay within the Community Commons grounds. (Game room, lobby, Blitz's lounge, Subway Patio, Airman's Patio)
- I understand the provisions for the Dram Shop Theory as follows:
  - This theory deals with legal liability created by law or court decision, which imposes on the server and/or responsible person (that individual who is responsible for the function) of alcoholic beverages, the duty to refuse to serve alcoholic beverage to a person who reaches or appears to be reaching the point of intoxication. The server, or responsible person will be held liable for damages when alcoholic beverages continues to be served to such person(s) who are not in control of their faculties and in violation of this policy.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_