

SCHRIEVER EVENT CENTER RESERVATION FORM FOR OFFICIAL FUNCTIONS

All Official Event Center reservations are reserved on a first come first serve basis.

Reservations must be submitted 48 hours in advance.

Reservations can be submitted three months from the event date.

Function Date: _____ **Function Name:** _____

Start Time: _____ **End Time:** _____ ***Start/End time MUST include time needed for set-up and clean up***

Estimated Attendance: _____ **Event Start Time:** _____

Point of Contact _____

Email Address _____

Duty Phone Number: _____ **Cell Phone Number:** _____

Squadron/Unit: _____ **Office Symbol:** _____

Alternate Point of Contact _____

Email Address _____

Duty Phone Number: _____ **Cell Phone Number:** _____

Squadron/Unit: _____ **Office Symbol:** _____

*Seated occupancy is approximate, varies on function layout. May not exceed standing occupancy numbers of 350 people.

General Contact Information

Base Access 567-5620

Emergencies 567-3911

Audio Support 567-2666

Visual Support 567-2666

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Please read carefully and initial alongside each item

Point of Contact (POC) is responsible for all set-up and cleanup associated with the event. Damages resulting from noncompliance with the terms of this agreement may result in claims against the renting party(ies). POC is responsible for ensuring that the Event Center is kept in good working order. POC will be charged a minimum \$50 per **hour of** cleaning. In instances a professional cleaner must perform cleaning service, the cost will be at the expense of the POC.

Damage to rooms or equipment will result in additional charges to the POC and/or the reserving groups cardholder to repair or replace damaged items.

POC is responsible for ensuring base access for all attendees without base access such as function attendees, catering personnel, etc. Please contact your Unit Security Manager for assistance.

POC acknowledges facility temperatures are tightly controlled by Civil Engineering (CE). As such facility may fluctuate during peak usage. Concerns must be coordinated with CE the week prior to function. (CE 567-2300)

Official reserved parking is designated and controlled by CE. Coordinate parking requests through CE customer service. (CE 567-2300)

50 Force Support Squadron (FSS) reserves the first right of refusal for all catered events. If 50 FSS is unable to support the function, customers may bring in outside food or catering. If catering is used, event POC must coordinate with Public Health at least two weeks prior to the event. (Public Health 567-2661)

Local caterers and restaurants are not authorized to sell or dispense alcohol on Schriever SFB. Customers holding functions at the Event Center are not authorized to bring in alcohol for consumption or sale. Alcohol must be purchased from the facility.

POCs requesting bartender services and alcohol orders for the Event Center must coordinate a minimum of two weeks in advance. Requests are subject to product and bartender availability. There are no refunds once an order is placed.

POC is responsible for bringing all necessary supplies and equipment to include linens, serving dishes, serving utensils, tableware, tape, pens, scissors, signage, reserved parking stanchions, etc.

Children are not to be left unattended in the Event Center. Children under the age of 18 are the responsibility of the parents.

Private Organizations hosting a fundraising event at the Event Center must be in an active status with the 50th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.

Mission requirements have priority and could cause your function to be moved or changed.

Keys may be issued for functions held at the Event Center when outside normal business hours or if staffing is unavailable. Advanced coordination with 50 FSS must be made to deconflict with other functions. (50 FSS 567-2525)

Keys are available for pick up during normal hours of operation from 50 FSS in Bldg. 210 Suite 363. Any key issued must be signed for and returned by 8am the following business day unless previously coordinated with 50 FSS staff. POC is responsible for all occupants within the facility for the duration of the event.

POC is responsible for ensuring the Event Center is properly secured at the end of the event. If the building is left unsecured, POC will be responsible for returning to secure it. If keys are lost, the reserving POC is responsible for rekeying the facility.

CANCELLATIONS: Cancellations must be made three business days prior to the event for the POC to receive a full refund. Fees associated with reserving bartenders and alcohol orders will not be refunded. Cancellations made after this deadline will be addressed on a case-by-case basis.

Event POC Signature/Date

50 FSS Staff Member Signature/Date

For questions or concerns please call 719-567-2525 or email 50FSS.Schriever.Events@spaceforce.mil