

Send completed form to 50FSS.Schriever.Events@spaceforce.mil

# SCHRIEVER SFB EVENT CENTER RESERVATION REQUEST FORM

All Official Event Center reservations are reserved on a first-come, first-served basis.

Reservation requests must be submitted no less than 48 hours in advance. Reservation requests may be submitted up to 90 days in advance.

**Function Date:** \_\_\_\_\_ **Function Name:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **\*Ensure to 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

# SCHRIEVER EVENT CENTER RESERVATION FORM FOR OFFICIAL FUNCTIONS

## 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 of \$150 if Event Center is not left in a clean and orderly manner.
- Damage to rooms or equipment will result in additional charges to the POC and/or the reserving group's 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 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)
- 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 sale. Alcohol consumption is authorized in accordance with SBD 41 alcohol policy memorandum.
- 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.
- 50th Force Support Squadron (50 FSS) reserves the right to cancel reservations if mission requirements demand it. POC may only receive minimal advance notice of cancellation.**
- 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 361. 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 costs associated with rekeying the facility.

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Event POC Signature/Date

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50 FSS Staff Member Signature/Date