Joint Base Andrews Community Commons Reservation Form

Name of Member Organization:
Meeting date(s):
Time for Meeting (Indicate a.m./p.m. and include time to set up & reset):
Maximum number of attendees:
View information about rooms, set-up options, audio-visual equipment, and caterers on the webpage: commonsatjba@gmail.com
Need special room set-up? Yes No Need Audio & Visual Equipment? Yes No
Will you be serving food? Yes No Name of preferred caterer you will use:
Please select a Room Option:
Chesapeake Room Potomac Room Patio Patio Patio W/Grill Clobby Hangout
Room Rental Fees : Single Rooms = \$75 Ballroom = \$150 Patio = \$75 Patio w/Grill = \$100
Contact Person - Name:
Purpose of Meeting:
Name of the responsible person on site the day of the event:
Email of person on site:
Cell number of person on site:
By submitting this form, you agree to the terms set forth in the JBA Community Commons Policy.
Today's Date:

To request this reservation:

- Save this form
- Attach the form to an email
- Send it to commonsatjba@gmail.com
- Your reservation is not complete until you receive confirmation by email or calendar invite.

Community Commons staff will assign the specific room based on availability and your needs. You can reach Community Commons at 301-981-8490 commonsatjba@gmail.com.