

# Conference Room RENTAL AGREEMENT



## HOURS OF OPERATION

Mon – Fri, 9 am – 5:30 pm

• **25 Occupants (max capacity)**

• **\$50 Cleaning deposit for ALL rentals**

• **NO FOOD allowed in the Conference Room**

• **Covered drinks only (no alcoholic beverages)**

## GENERAL POLICIES

- All BBQ/grilling charcoal **MUST** be disposed of in designated coal pits. **DO NOT** place coals or ash into dumpsters, leach/septic mounds outside cabins, or in dunes. BBQs/grills are **NOT** permitted on the beach.
- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols, and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**.
- **NO** swimming after dark. Lifeguards on duty daily from 10 am – 5 pm.
- **NO** landing and/or launching privately-owned motorized watercraft.
- **NO** glass containers and/or alcohol consumption on beach or hiking trails.
- **NO** open fires, fireworks, portable fire pits, or metal detectors.
- **NO** drones or personal aircraft.
- **NO** feeding or hunting feral animals.
- **NO** smoking/vaping inside rental units, or on balconies and lanais of condos. Smoking in designated areas only (50 ft away from any building.)
- **Dogs are allowed on Bellows AFS from Sunrise to Sunset unless staying in designated dog-friendly lodging and with a signed Guest Pet Policy Agreement.** Service Animals allowed overnight. *NOTE: Therapy/comfort animals are NOT considered “service animals” per the ADA. For more info, please visit <https://www.ada.gov/topics/service-animals/>.* **UNAUTHORIZED OVERNIGHT PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A FEE STARTING AT \$250.**
- Fishing allowed **in designated fishing areas only**. Spearfishing is **PROHIBITED**.
- Group gatherings over 20 people require a facility rental.

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR Read and initial next to each item.
	I am the authorized DoD cardholder/sponsor. I understand that <b>I am responsible</b> for my conduct and the conduct of my dependents and sponsored guests. As the authorized cardholder/sponsor, I must be on site from <b>9 am – 5:30 pm</b> to account for each guest. <b>I agree to the terms below.</b>
	A <b>SPECIAL FUNCTION AGREEMENT and AUTHORIZED GUESTLIST are required</b> for functions with 10 or more unauthorized guests (non-DoD ID cardholders). <b>I MUST</b> contact SECURITY FORCES to obtain and submit these documents.
	I understand each authorized DoD ID cardholder is authorized to sponsor a <b>maximum of 25 unauthorized guests</b> .
	My reservation allows a <b>maximum of 25 occupants</b> .

INITIALS	SPONSORING GUESTS Read and initial next to each item.
	<b>Bellows AFS is a military installation; federal rules and regulations apply.</b> All guests are responsible to abide by Bellows AFS policies. For details, I may refer to guest books, bulletin boards, and/or website. I may also contact the FRONT DESK or SECURITY FORCES for questions or concerns.
	<b>All non-DoD ID cardholders must be sponsored</b> onto the installation by an authorized cardholder. For further information, I will refer to the SECURITY FORCES section at <a href="http://www.bellowsafs.com">www.bellowsafs.com</a> , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email <a href="mailto:18fssdet2bellows.sf@us.af.mil">18fssdet2bellows.sf@us.af.mil</a> .
	Guests without an approved government-issued credential or state driver's license compliant with the <b>Real ID Act of 2005</b> are <b>REQUIRED</b> to provide a second form of identification prior to being granted installation access.
	<b>ALL guests are subject to criminal background checks</b> prior to accessing the installation. Guests with unfavorable information <b>WILL BE DENIED</b> access to the installation, regardless of sponsorship by authorized DoD ID cardholders.
	All non-DoD affiliated guests under the age of 16 <b>MUST</b> have a school ID or photo ID on their person at all times; a birth certificate must be available upon request for identification purposes. All non-DoD affiliated guests age 16 and over <b>MUST</b> have a photo ID on their person at all times.
	Foreign National guests will <b>NOT</b> be allowed base entry until they have been properly vetted through SECURITY FORCES ( <b>minimum 30 days prior</b> ).
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <ul style="list-style-type: none"> <li>• <b>Current driver's license</b></li> <li>• <b>Current vehicle registration</b></li> <li>• <b>Rental Agreement (if applicable)</b></li> <li>• <b>Current proof of insurance</b></li> <li>• <b>Current vehicle safety inspection</b></li> </ul>

INITIALS	GENERAL CONFERENCE ROOM RULES Read and initial next to each item.
	I will report any problems/issues with the rental unit to the FRONT DESK <b>within the first 30 minutes of check-in</b> . Refunds may <b>NOT</b> be authorized for unreported issues beyond the 30-minute period.
	Refunds will <b>NOT</b> be granted due to weather, beach closure, power outages, insects, or other acts of nature (to include loss or damage to personal property). Claims for damage/loss of personal property may be filed at a military Legal office.
	<b>Dogs are permitted</b> on the installation from sunrise to sunset in outdoor spaces unless staying in designated dog-friendly lodging and have signed the Guest Pet Policy Agreement. Service Animals allowed overnight with lawful inquiry. <b>NOTE:</b> Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". For more info, please visit <a href="https://adata.org/publication/service-animals-booklet">https://adata.org/publication/service-animals-booklet</a> . <b>UNAUTHORIZED PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A \$250 FEE.</b>
	I will <b>NOT</b> attach fasteners, screws, nails, eye bolts, etc. to the rental facility. I will be charged for any/all damages to government property.
	I understand that only 1 freestanding professional sign may be displayed for my event. Signs are prohibited from being secured, fastened, or taped to any utility pole, street sign, or tree.
	Food and/or alcoholic beverages are <b>NOT</b> permitted in the CONFERENCE ROOM. Covered, non-alcoholic beverages are permitted.
	Ice, sinks, refrigerators, decorations, or any type of storage are <b>NOT</b> provided.
	Trash bags are <b>NOT</b> provided. I <b>MUST</b> provide my own trash bags for my space and place all trash in the <b>dumpsters</b> prior to check-out. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 (RESERVATIONS) and throughout the property.
	Smoking (including e-cigarettes, vaporizers, etc.) is <b>NOT</b> permitted in the CONFERENCE ROOM. Failure to comply with this policy will result in an <b>additional \$250 Cleaning Fee</b> .
	I understand the following CONFERENCE ROOM equipment is available for use: whiteboard, television, laptop connector, and DVD player. Should I choose to utilize any of the equipment and cause damage, I am responsible for the cost of repair and/or replacement.
	I will be considerate of neighboring Bellows AFS Staff and guests. I understand that excessive noise, profanity, or disturbance are grounds for immediate eviction. Complaints from other patrons or personnel regarding excessive noise, disturbances, or any policy violations may result in eviction without refund, loss of Bellows AFS privileges for up to one year, or debarment.
	<u>I understand my \$50 cleaning deposit will be forfeited and additional charges may be incurred if trash is present and/or tables and chairs are rearranged and not returned to their original configuration.</u>

**By signing below, I acknowledge responsibility for the aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.**

PRINTED NAME / SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_