

# Community Center Room Reservation Fact Sheet

## ROOM TYPES & ASSOCIATED COSTS

Available Rooms	Official function *Option 1	Official function **Option 2	Non-official function
Small Room	Free	\$50.00 total	\$25.00 per hour
Medium Room	Free	\$75.00 total	\$37.50 per hour
Large Room	Free	\$100.00 total	\$50.00 per hour

### Official functions (CC Calls, Change of Command, Awards Ceremonies, Unit Training):

\*Option 1: Squadrons provide volunteers to **set-up/tear-down** events--FREE

\*\*Option 2: Squadrons may pay the Community Center for **set-up/tear down**--Paid with GPC

*Large Event Conferences may be assessed hourly rates due to additional labor requirements.*

### Non-official functions (Private Parties, Retirements/Promotions, Luncheons, Private Orgs):

Can be paid with cash, personal credit card and check.

Requests to utilize UNITE Funds are authorized in conjunction with Unit Cohesion, contact UNITE POC at DSN 228-6713 for more details.

## ROOM CAPACITY

Room	Room Type	Standing	Theater	Tables
Catalina Room	Large	350	240	150
Santa Rita & Tucson Room	Medium	150	120	72
Catalina, Santa Rita & Tucson	Combo	750	450	370
Rincon Room	Medium	120	75	60
Sahuaro Room	Small	100	60	54
Poly Bar	Small	75	60	40
Patio	Large	500	450	300
Dining Room	Small	160	100	80

### Additional Information

Food and non-alcoholic beverages are authorized in DM Community Center upon approval from Community Center Manager. Additional charge may be assessed.

SM&W funds cannot cover the cost of room fees, but can be used for light refreshments (Ref AFMAN34-201 12.4.1.1.).