

## OFFICIAL FUNCTION BUILDING RESERVATION REQUEST

Please complete the following request form to reserve an FSS building. Please note, this form is a request only; you will receive an email notifying you if the space is available or not.

POC NAME:

ORGANIZATION:

DAYTIME PHONE:

EVENING PHONE:

POC E-MAIL:

DATE REQUESTED:

TIME REQUESTED:

LENGTH OF TIME REQUESTED:

BUILDING REQUESTED:

FUNCTION PURPOSE:

For the Base Theater, the FSS is unable to provide Comm/PA Support, but equipment is available for use. Will you need Comm/PA equipment? (Y or N): Yes  NO

**By submitting this request you are acknowledging you have read the rules and responsibilities of all building patrons:**

– I assume full responsibility for the building and all contents inside the building during our use of the facility.

– I will ensure the building is left clean and all trash is removed/space is returned to original condition/configuration.

– I will ensure all equipment is left in a working condition. Any damaged or broken equipment will be reported to the ORC.

– I will ensure the facility is secured upon departure.

– I understand that our organization is required to follow all current COVID-19 protective guidance (i.e. physical distancing, PPE, etc.).

– I understand that failure to follow these guidelines may make me personally accountable for any damage/theft, as well as my organization losing building use privileges.

*Please submit this form, with SUBJECT line "LOCATION – REQUEST – ORGANIZATION" to orcairbase2@gmail.com. You will receive a confirmation within two (2) business days. If approved, building access keys will be picked up from Bldg 647 at the Outdoor Recreation Center.*

**\*\*FORMS NOT FULLY COMPLETED WILL NOT BE ACTIONED\*\***