



## **ROOM RESERVATION REQUEST**

### RAF FELTWELL COMMUNITY ACTIVITY CENTER

- 1) Personnel wishing to reserve the facility, or any part of the facility, must complete this application.
- 2) The Main Reception room may not be reserved during operational hours, as this is a public area.
- 3) Personnel wishing to use the facility must comply with the Feltwell Community Activity Center (FCAC) directives, as outlined in facility Operating Instructions, as well as all associated USAF, USAFE and Base regulations.
- 4) Room reservations are made on a first come, first served basis. However, base, military and facility functions will take priority, which could result in a cancellation of a private event. When a situation occurs which causes a cancellation, the maximum notice will be given. However, it should be understood that the nature of the military environment may lead to unavoidable short notice given.
- 5) Large events or reservations outside of the FCAC's normal operating hours, where extra FCAC staff may be required, must be booked at least 4 weeks in advance. This will allow adequate staffing requests to be planned. Any large bookings not made outside the 4-week deadline risk being disapproved due to lack of manning.
- 6) When reserving the FCAC, the overall time booked must include sufficient time for set-up and clean-up. If the FCAC is reserved for use outside of its operational hours a fee of \$20.00 per hour will be charged, with a deposit of \$20.00 required at time of reservation. Unless otherwise approved by the Director of FCAC.
- 7) Users are responsible for setting up the room requested, and for the breakdown and clean-up upon completion. This includes taking out the trash, clearing away any remaining food scraps, empty cans, etc., and vacuuming or mopping as necessary.
- 8) Cancellations MUST be made a minimum of 72 hours in advance of reservation date. Any cancellation made after this time period will result in the forfeiture of the deposit. If the function over-runs the booked time slot, 15 minutes grace will be given. After that a penalty fee will be charged on a pro-rate scale appropriate to the length of time the function has over-run by.
- 9) The FCAC is a designated Non-Smoking facility and users must abide by this directive.
- 10) Alcoholic beverages are not permitted in the facility, with the exception of beer and wine coolers. Wine or champagne may be bought by the FCAC on behalf of customers for special occasions. At least 2 weeks' notice is required to special order these items. Dram shop theory will be enforced by all FCAC staff, and users are advised that their guests will be subject to the Dram shop rules.

- 11) All beer, soda, juice and coolers must be purchased from the FCAC. Requests for large quantities. I.e. for 10 people or more, or more than 2 cases of the same item, must be received and paid for 2 weeks in advance.
- 12) Parties booking the facility may only bring cold food, or hot food which is not required to be kept hot. No stenos, hot plates, slow cookers or crackpots may be operated in this facility. Hot food may be catered by either Club, or a registered base organization with certified food handlers.
- 13) Hot food may be catered by either Club, or a registered base organization with certified food handlers.
- 14) Any entertainment provided for a private party must be cleared through the Director prior to the event. The FCAC Management has the right to refuse permission for any entertainment considered to be in bad taste or in breach of any conduct regulations.
- 15) The FCAC is open to children under the age of 10 years only if accompanied by a parent or guardian. Where specific children's events are booked, the ratio of 8 children to 1 adult must be maintained.
- 16) The legal age for drinking in the United Kingdom is 18 years of age. Any people found passing alcoholic beverages to minors will be reported to the Security Police immediately.

**A copy of this form will be given to the requester, upon completion, as a reminder of the policies and procedures. Room availability should be checked prior to the completion of this form.**

NAME: \_\_\_\_\_ DUTY PHONE NUMBER: \_\_\_\_\_

OFFICE SYMBOL: \_\_\_\_\_ PSC & BOX \_\_\_\_\_ APO & AE \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ ROOM REQUESTED: \_\_\_\_\_

DATE OF EVENT/s: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE OF EVENT/s: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE OF EVENT/s: \_\_\_\_\_ TIME FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**I have read each item above and fully understood all terms, conditions, and responsibilities of this Reservation agreement and agree to comply with all of the above. Failure to adhere to these policies, will result in additional charges, and/ or loss of the privilege of using the facilities. NOTE: TIMES BOOKED MUST INCLUDE SET UP AND CLEAN UP.**

DEPOSIT PAID: Y/N

EVENT TITLE: \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

I understand the above policies and procedures, and agree that I and my guests will abide by them.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCEPTING MEMBER OF STAFF PRINTED NAME: \_\_\_\_\_



Start Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

### **Cleaning Checklist:**

#### **Play Area/ Cafe:**

- \_\_\_\_\_ 1. Carpets and floors are free of crumbs, stains and generally well cleaned.
- \_\_\_\_\_ 2. TV is off and unplugged.
- \_\_\_\_\_ 3. All eating areas are wiped down and cleaned.
- \_\_\_\_\_ 4. All trash has been collected and removed from facility.
- \_\_\_\_\_ 5. All tables, chairs and other furniture have been returned to their original location
- \_\_\_\_\_ 6. All food brought in by the customer has been removed.

#### **Common Area:**

- \_\_\_\_\_ 1. Equipment is wiped down and clean.
  - a. All equipment and furniture returned to their original locations.
- \_\_\_\_\_ 2. All games, DVD's, etc are returned to their rightful places, and
  - a. None are missing, broken or scratched.
- \_\_\_\_\_ 3. All electronics are turned completely off.
- \_\_\_\_\_ 4. Carpets and floors are free of crumbs, stains and generally well cleaned.
- \_\_\_\_\_ 5. All furniture has been returned to their original location.
- \_\_\_\_\_ 6. TV is off and unplugged. Piano is closed, pool table is covered.

#### **Art/ Dance Room:**

- \_\_\_\_\_ 1. No supplies have been utilized in these rooms. Only space is allowed to be utilized.
- \_\_\_\_\_ 2. Furniture is returned to its rightful location.
- \_\_\_\_\_ 3. Floor and area are cleaned, free of crumbs and trash.
- \_\_\_\_\_ 4. Trash is taken out.

#### **Facility As a Whole:**

- \_\_\_\_\_ 1. All trash has been collected and removed from the facility.
- \_\_\_\_\_ 2. All doors are closed, and locked.
- \_\_\_\_\_ 3. All windows are closed and locked.



Community Activities Center
Payment Agreement and Credit Card Auto pay Authorization

Child (ren) Last Name, First:

Name of Sponsor:

Cell Phone: Duty Phone:

Email Address:

Instructional Class (es):

Payment Schedule/Program Site:

- 1st of Month = Instructional
One Time Payment = Event/Birthday/Room Res.
Each Sport/ Instructional -Registered

(initial) I understand that Orbital online system will automatically charge my card per my payment schedule. If my payment declines, and fees not paid by 1730 on my payment schedule, I will be charged an additional \$5 late fee per day.

\*If payment continues to be declined and no method of continuation of payment for 1 month, child will be removed from program.

By signing below, I authorize the Community Activities Center to automatically charge my account for any balance due for services I have agreed to pay as stated above.

Signature

Date

This document contains personal data subject to the Privacy Act of 1974, 10 USC 8012 & EO 9397. Requires safeguarding and disclosure only as authorization in AFI 33-332. CONFIDENTIALITY APPLIES.

Credit Card Number:

Grid for entering credit card number digits

Type of Card Visa MasterCard

Cardholder Name (as it appears on the card):

Billing Address: Billing Address Zip Code:

3 Digit CVV Code Expiration Date (MM/YY):