

## COMMUNITY COMMONS THEATER RESERVATION REQUEST

*To reserve the Theater, you must complete and submit this request form to the Community Center at  
56fss.fswp.communitycommons@us.af.mil  
Max Capacity (450 People)  
The Community Center is located at Building 700 on 14037 W. Phantom St., Phone: 856-7152 (2459).*

1. Requestor's Name: \_\_\_\_\_
2. Organization: \_\_\_\_\_
3. Duty/Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Date(s) Needed: \_\_\_\_\_
6. Time(s): \_\_\_\_\_
7. Event: \_\_\_\_\_ Number of People: \_\_\_\_\_
8. Will you be utilizing any equipment?

P.A. System

Podium

VCR/DVD Player

9. Food and Beverages: Food and Drink are not allowed in the Base Theater unless otherwise Pre-coordinated with the Facility Manager Ms. Paula Tellez. Any food that is brought in for events will need to be coordinated prior.
  - a. Water is allowed in enclosed containers/bottles

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11. Responsibility: All Users of the rooms are responsible for assuring that the procedures listed below are followed and adhered to at all times:
    - Requestor is responsible for ALL set up, clean up and return of the room arrangement.
    - Requestor assumes full responsibility for all individuals attending their specific activity.
    - Requestor is responsible for any/all damages to areas used.
    - Requestor is responsible for checking in with staff before and after their activity, providing a record of total attendance.
    - Requestor is responsible for following any/all safety rules and regulations.

12. By signing and dating below, I agree that I have read and understand the preceding information and know that I am fully responsible for use and operation of the room(s) reserved for my function.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

**POC Information.**

Community Commons Assistant Manager:

SSgt Jermani Wilson Office: 856-7152 Cell:314.422.0669

## **COMMUNITY COMMONS THEATER RESERVATION REQUEST**

### **COMMUNITY CENTER TERMS AND CONDITIONS**

- In making this reservation, I fully understand that I am responsible for the set-up and clean-up of the utilized space.
- I understand that due to mission requirements, reservations are subject to cancellation.
- Children under the age of 16 must be under the direct supervision of an adult.
- Events with PowerPoints or presentations need to have a laptop provided by the requestor.
- I will abide by all building rules and will be financially responsible for any damages to the facility.
- All equipment must be checked out with employees working your event and the appropriate paperwork filled out.
- I understand off-base financial institutions are not permitted to distribute competitive financial literature or forms on the installation.
- I understand Academic Institutes without an MOU may not engage in personal solicitations or display competitive literature on the installation without the express written permission of the installation commander.
- I understand I may have the opportunity to purchase space in FSS media to advertise my function through by contacting Marketing at 623-856-3245.
- If this event is being promoted, I understand Marketing must provide oversight with regard to ad specs, percentage of messaging, approval of all ad content to include disclaimers prior to promotion.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**POC Information.**

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