



RAF Croughton Community Activity Center (CAC)

Event User Agreement/Reservation Form

Date of Function: _____ Name of Function: _____

Start Time: _____ End Time _____

****Time of event should include time needed for set-up/tear-down****

Name of Requestor _____

Email Address: _____

Duty Phone: _____ Cell#: _____

Equipment Required (i.e tables, chairs, surround sound, etc)

COMMUNITY ACTIVITY CENTER TERMS AND CONDITIONS
Please read carefully and initial alongside each item.

_____ I understand that I am responsible for set-up and tear-down of the utilized space. Tables and chairs are located in the storage room and "must" be wiped (sanitized) down and returned after event. Trash bins "must" be emptied after event and there are replacement trash bags are located inside the bins. The carpet shall be vacuumed if necessary after the event. The vacuum is located inside the storage closet. A \$75 cleaning fee will be charged if these duties are not performed.

_____ I understand that any supply items required for the event is my responsibility.

_____ I understand that no utilization of the Coffee Shop equipment will be authorized to include refrigerators, freezers, microwave, water supply, etc. Access will not be given behind the counter for function due to public health restrictions.

_____ No glitter, confetti, or candles with flames are allowed in the facility.

_____ Guest are not allowed to tape and/or nail anything to the walls or doors.

_____ I understand that due to mission requirements within the facility, reservations are subjected to cancellation.

_____ Children under the age of 16 must be under the direct supervision of an adult.

_____ I understand that I am not authorized to bring alcoholic beverages into the facility for consumption without written approval for the 422 ABS Commander.

_____ The user agreement is for the main hall use only. Unless permission has been granted at the time of booking the backstage area is off limits for entry.

_____ I understand, I am not authorized to bring in a Helium tank for the inflation of balloons. This is due to HAZMAT restrictions.

_____ Reserving the main hall is on a first-come, first-serve basis. Reservations for recurring events will be booked every 90 days to ensure best use of the facility. Due to mission requirements within the facility, reservations are subjected to cancellation.

_____ In the event of damage to equipment, furniture, or facility, the POC will be held accountable.

_____ The POC agrees that if anyone attempts to use the audio/visual equipment, they will be held accountable for repairs required to fix it which begins at a MINIMUM of £200.

_____ Due to current COVID-19 restrictions, please coordinate with Public Health to provide guidance on your event.

_____ Any functions that have been reserved may be informed of their cancellation by another event. Cancellations will only come from 501 CSW/CC, 422 ABG/CC, or 422 ABS/CC.

_____ If any reservations are made over a weekend/holiday, the party is responsible for paying an employee to be on site while the CAC is in use.

Print Name

Signature

Date

Functions:

Official Functions: Mission essential workshop, conferences, training, seminars, focus groups, Commander's Call, Change of Command, University classes, meeting, Promotions/Retirement ceremonies etc. _____

Unofficial Functions: Birthday Parties, Baby Showers, Squadron get to get-togethers, Luncheons, Holiday Parties, and Private Organization Events.

I have read and acknowledge all of the above responsibilities of the user agreement and agree to adhere to them.