

## Ramstein Community Center Room Reservation Request Building 412 \* 480-6600 or 480-7187



Primary POCName:    Primary Contact e-mail:	ype of Activity:				
Primary POCName:    Primary Contact e-mail:		Type of Activity: Date of Activity:			
Primary Contact e-mail:  Secondary e-mail:  Second Second 20-40 guests)  Secondary e-mail:  Secondary e-mail:  Secondary e-mail:  Secondary e-mail:  Second Second 20-40 guests)  Second 1 (approx. 20-40 guests)  Second 2 (approx. 20-40 guests)  Second	ime In:	Time Out:	*No early entry authorized other tha	n paid time frame	# of Guest
Secondary e-mail:  es (approx. 140-180 guests)	ponsoring Unit:		Primary POCName:		
es (approx. 140-180 guests)	rimary Contact #:		Primary Contact e-mail:		
A clapprox. 60-80 guests   Flying Pig Classroom (up to 25 guests)   412 Class Room 1 (approx. forcen   Smartboard   USA/German Flags   412 Class Room 2 (approx. 13)	econdary Phone #:		Secondary e-mail:		
served for the current and following month only. Room usage is determined on availability, even to the nature of our business, Community Center programs and Force Support functions leisure type functions, official meetings and conferences may be booked on a first come, find pre-approval is required by Community Center Director.  So vary. See below for details.    FEES   DEPOSIT (REFUNDABLE)	☐ 412 Multi-Purpos	se Room Both Sides (approx. 140-18 se Room Back Side (approx. 60-80 gue ONLY: Projector/Screen	ests)		2 Class Room 1 (ap
ue to the nature of our business, Community Center programs and Force Support functions leisure type functions, official meetings and conferences may be booked on a first come, fi pre-approval is required by Community Center Director.  s vary. See below for details.    FEES   DEPOSIT (REFUNDABLE)		Please Read and Initial the below	instructions and provisions in agreement wit	h the terms	
leisure type functions, official meetings and conferences may be booked on a first come, fi pre-approval is required by Community Center Director.  s vary. See below for details.    FEES	Provisions: Ro	oms may be reserved for the c	urrent and following month only. Room	n usage is determined	on availability, e
pre-approval is required by Community Center Director. s vary. See below for details.    FEES		•		-	
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FEES DEPOSIT (REFUNDABLE)  des) \$30/hr \$25  des) \$25/hr \$25  ject to a \$25 refundable security deposit*. Official functions to include commander's call, I nit promotion ceremonies are at no cost to the unit. Official functions that serve food during and are subject to the aforementioned fees. All payments for room reservations must be not assume the server of th				tor.	
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\$25/hr \$25  \$25/hr \$25  ject to a \$25 refundable security deposit*. Official functions to include commander's call, lait promotion ceremonies are at no cost to the unit. Official functions that serve food during and are subject to the aforementioned fees. All payments for room reservations must be not subject to the aforementioned fees.	MPF	R 412 (one sides)	\$25/hr	\$2	5
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forfeiture of the security deposit and denial of future use.

<u>Supplemental Equipment:</u> Any required equipment such as transformers or extension cords must be provided by the requesting party - it will NOT be provided by Ramstein Community Center.
Fundraising/Admissions Charge: Fundraising Events. Force Support activities can sponsor fundraising events and project for the benefit of base personnel and their family members. These fundraising events cannot benefit non-Federal entities, private individuals or installation-recognized private organizations, even if the Force Support nonappropriated fund instrumentalities share in the proceeds. Reference AFI 34-101. Installation-recognized private organizations, per AFI 36-3101 and AFI 34-223, may use Force Support facilities, with installation commander authorization in writing ahead of time, for fundraising events on an occasional basis. Occasional is defined as not more frequently as three times a quarter. Gambling is STRICTLY prohibited! AFI 34-109: Facility use by any group or organizations including food service must conform to Public Health requirements and local policy.
<u>Decorations</u> cannot be put up on walls, furniture, windows, ceiling, ceiling fans, lighting equipment, etc. We recommend decorating with balloons which can be purchased from MOMs Balloon and Gift Shops. Outside alcoholic beverages are strictly prohibited.
<u>Children</u> under 18 years of age must be supervised by an adult AT ALL TIMES!
Please sign and date below stating: I have read, understand and agree to comply to the above listed provision and rules.
Revised May 2022