

**Requesting Mitchell Hall Payment for Cadet Meals Using
the Falcon Club, Golf Course or Bowling center**

Requests to have Mitchell Hall payment must be coordinated in advance with jeannie.schroeder@us.af.mil or glenn.loyche@us.af.mil. We will need information filled in and then sent to us for an authorization number prior to confirming your reservation with the Falcon Club, Golf Course or Bowling Center. The Venue/Caterer will request this number prior to booking the event.

The purpose of these funds is to provide social training and mentorship to cadets under their command. The training objective of events supported with CUL funds should mimic social and training functions cadets will attend as newly appointed officers on active duty.

We will pay up to \$13.80 for Breakfast, \$15.55 for Lunch (not authorized during Mandatory Lunch), \$18.80 for an Informal/Pick-up dinner meal to be consumed at different location or \$44.50 per cadet for a Formal Full-service sit-down dinner meal. Additionally, please be aware that Mitchell Hall is **not able to pay for any non-cadets, room charges, surcharges, tax, tips, paper products or alcohol, just food.**

If the meal cost exceeds the established limits, the requesting organization is responsible to coordinate with the Venue/Caterer to cover the remainder of the bill.

Permanent Party and all other guests are to be paid for separately as coordinated with the catering manager.

I understand and agree to the conditions and instructions above for booking an event at the Falcon Club, Golf Course or Bowling Center.

Certification Statement

For Mitchell Hall Reimbursement

(Need Number of Cadets)

(Event Name)

I hereby certify that _____ cadets will be attending _____

(DATE/TIME)

(Venue/Caterer)

on _____ at _____

(MEAL MISSED)

Are precluded from attending _____

due to _____.

I understand that this agreement does not obligate Mitchell Hall to any contract with any business entity for catering/food support.

(Permanent Party Member in Charge (AOC/OIC), Printed Name, Signature & Date)

Event Coordinator Printed Name, Signature & Date (person coordinating event with the venue)

Mitchell Hall Authorization Number: