



TAIYO COMMUNITY CENTER RESERVATION REQUEST



Business Hours: Monday-Friday: 1000-2000 Saturday: 0900-1700 Sunday/Holidays: CLOSED

Name of Function: _____ Date(s) of Function: _____

Set-up Time: _____ Event Start Time: _____ Event End Time: _____ Departure Time: _____

Additional Dates & Times: _____

*** Any Reservation requests outside of facility business hours requires approval by Community Center Management ***

Point of Contact (Name/Rank): _____ Unit: _____

Email Address: _____ Cell Phone: _____ Duty Phone: _____

Alternate POC (Name/Rank): _____ Unit: _____

Email Address: _____ Cell Phone: _____ Duty Phone: _____

NOTE: The Taiyo Community Center does not offer set-up, tear down or cleaning services for any reservation. All reservations are responsible to set-up, tear down and cleaning for their event(s), so please be sure to list the entire time frame your reservation will be scheduled. You will be required to reserve and pay for set-up and tear down time included with your reservation.

Official Functions will not be charged for extra time as long as the time is within facility business hours and the space is available for your requested time.

Estimated Attendance: _____ DVs (O-6 and above) YES NO

Will food and beverage be served? YES NO Will Alcohol be served? YES NO

- IAW with AFI 34-219 alcoholic beverages will ONLY be sold and served by 374 FSS hired bartenders.**

If reservation is deemed as official use (determined by reservation coordinator), no fee will be charged for use during business hours. Both official and unofficial functions are responsible for any outside of business hours fees and for set up, tear down and cleaning.

Official functions: *Commanders Calls, Change of Command Ceremonies, or Mission related functions.*

Unofficial functions: *Retirement Functions, Morale Events, Private Parties, All Potlucks and/or Private Org events.*

Reserved Room Choices (please select all that apply):

**Lobby, hallway, kids cave, & dance rooms are not available for reservations*

- Front Ballroom (250-500 capacity) - \$50/4 hrs
- Back Ballroom (250-500 capacity) - \$50/4 hrs
- Full Ballroom (500-1,100 capacity) - \$100/4 hrs
- Room Room 206 (20 capacity) - \$25/4 hrs
- Room 207 (20 capacity) - \$25/4 hrs
- Kitchen Use (10 capacity) - \$50/4 hrs
- Refrigerator Storage (Per rack) - \$50/day
- Outdoor Patio (50 capacity) - \$25/4 hrs
- Full Facility Use (1,270) - \$300/day

Additional Hours (optional):

Additional Hours - \$25/hr

** Requires 30 day advance notice with approval of the Yokota Community Center Director.*

Beverage Service (ALCOHOL) - Drinks not included

Taiyo Alcohol Service - \$25/hr

** Requires 30 day advanced notice. Beverages must be in the original and unopened single serve containers.*

Club Alcohol Service - Cost determined by the Enlisted or Officer Club Catering Office.

**Customers are responsible for coordinating or contacting either the Enlisted or Officers Club for their catering requirements with 30 days advance notice.*

Enlisted Club Catering Office: 227-8820 Officer Club Catering Office: 225-8342

** Full facility use does not include hallways, entry way(s), dance rooms, room 205, room 208, room 209, room 210, room 211 or room 212.*

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Equipment Requirements

Chairs	QTY: _____	Microphone	Sound System
Tables	QTY: _____	Pin Microphone	USA Flag
Podium		Projector	Japan National Flag
DV Parking Signs		Stanchions	US Air Force Flag

CUSTOMER NOTES (please list any specifics regarding your reservation such as your event details, etc.)

Please proceed to page 3 and read and agree to terms listed prior to submission.

STAFF NOTES

Community Center Staff Use Only

Official Use
(No Fee during Business hours)
YES NO

Room Fee (4 hrs): _____ X _____ = _____
 Beverage Service Fee: _____ X _____ = _____
 Additional Fees: _____ X _____ = _____

Amount Due: _____

No refunds will be issued should a customer cancel a reservation within 24 hours of a scheduled event

Receipt Number: _____

TAIYO COMMUNITY CENTER

RESERVATION REQUEST

Group Responsibilities: The POC is responsible for checking in at the front desk upon arrival and prior to departure. The Community Center staff must inspect rooms used before and after each use. Items must be put away and room returned to original condition and cleaned accordingly (see Responsibilities Form) by departure time listed or additional fees will be charged. **Please check the area for stains prior to your reservation and let staff know to notate it on the responsibilities form. Any stains resulting from your reservation will require a stain removal fee (price TBD by cleaning company).** There is no smoking within 50 feet of the building, sidewalks or parking area. There is a designated smoking area located behind the Taiyo near the AFN building. The FSS, Community Center, and it's staff will not be held responsible for broken, lost, or stolen items.

Payment Terms: All reservation forms, approval letters and layouts are due to the Taiyo Community Center prior to firming up your reservation. All reservations are considered tentative until payment has been received at the Taiyo Community Center. Payments are due **within 3 business days** of approval notification. Failure to provide payment could result in your tentative reservation being canceled.

Reservation Priority: All 374th Force Support Squadron sponsored community events and functions will have facility priority. Customers can make reservations up to 180 days in advance on a first come-first served basis. 374 FSS reserves the right to make adjustments to all reservations if needed to accommodate sponsored events. Customers will be given as much prior advanced notice as possible. The Community Center will not be held financially liable for any contract or agreement(s) with outside organizations or with the reserving party.

Audio Visual Equipment: Equipment is available for functions in all rooms. You must provide your own laptop and/or information devices (CD's, DVDs or USBs) for your training/briefing. Projectors, microphones, sound system (Ballroom Only), podiums and flags are available for your function.

Child Care Facility Requirements: All children under the age of 16 on-site must be under the supervision (line of sight) of a parent, adult or adult instructor while in this facility. Any holiday parties or children's parties that require child care services this must be in accordance with AFI 34-144, Child and Youth programs and the guidance in "Short-term Childcare Services" (Holiday) parties must be followed. Coordination and approval of all customer requests must be approved and attained prior to confirmation of a facility reservation by a Community Center staff member.

Communication Support: The Taiyo Community Center has limited/free commercial internet available. Additional coordination with the 374th Communication Squadron will be required to support NIPR net lines, DSN phone lines and video support. Please check with our staff in advance to verify we can meet your event requirements and noting on the event form upon reservation.

Food and Beverages: All food and beverage brought into the facility must be sourced through a 374 FSS Food Operation (E Club, O Club, Chili's, Sunrise bakery, etc...) Potlucks are allowed with Director approval, please note on the reservation form. No off base catered food is allowed.

Private Functions, Fundraising, Income Generating Events: Private Organizations wishing to host a fundraising event at the Taiyo Community Center must be in active status with the 374th Force Support Squadron Private Organization Coordinator and must have an approved fund raiser through the 374th Force Support Squadron. **The FSS wifi network may not be used by any organization as part of a private fund raising reservation to process merchandise sales. Customers must secure and/or purchase their own wifi network service.**

I have read and agree to the terms listed above.

Taiyo Community Center Approval: