

COMMUNITY COMMONS ROOM RESERVATION REQUEST

*To reserve a room, you must complete and submit this request form to the Community Commons Center at
56fss.fswp.communitycommons@us.af.mil.*

The Community Commons Center is located at Building 700 on 14037 W. Phantom, Phone: 856-7152 (2459).

1. Room Area Requested:
 - Blitz Lounge (max occupancy 70 w/ distance 35)
 - Blitz Game Room (max occupancy 130 w/ distance 65)
 - Blitz Lounge and Game Room (max occupancy 200 w/ distance 100)
 - Meeting Room #206 (max occupancy 20 w/ distance 10)
 - Meeting room [Old Subway Room] (Large) (Max occupancy 25)
2. Requestor's Name: _____
3. Organization: _____
4. Duty/Home Phone: _____ Cell Phone: _____
5. Email Address: _____
6. Date(s) Needed: _____
7. Time(s): _____
8. Event: _____ Number of People: _____
9. Do you require any of the listed equipment?
 - P.A. System Podium Desk Top Projector
 - Computer (Note: Shall be provided by the requesting patron) VCR/DVD Player
 - Long Tables (Qty) _____ Chairs (Qty) _____ Other _____

10. Food and Beverages: Blitz Lounge is the only FSS food service facility that allows outside food for potluck events; however, no beverages can be brought into the facility. If you allow alcohol and/or non-alcoholic drinks to be sold at your event, it must be purchased at Club 56 and served by an employee; alcohol must be consumed on the premises. Please add the request for a bartender if you want the bar open during your event (extra fee may be applicable).

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. Cleaning deposit for Blitz Lounge of **\$25.00** is required upon confirmation of reservation – deposits will be refunded upon completion of inspection by management.
- 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.
- Requestor is responsible for providing all equip/products, i.e., tablecloths, utensils, etc for event.
- A usage fee per room will be charged to individuals and/or activities for their event. Fees are: Meeting Rooms: \$8.00 per hr / Blitz Lounge: \$25 per hr / Blitz Game Room: \$10 per hr / Blitz Lounge and Game Room: \$30.00 per hr.

Charge for this event is \$ _____.

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: _____

After Hours POC Information

Community Commons Manager: Pauladacy Tellez Office: 856-7152 Cell: (602)622-0707

COMMUNITY COMMONS ROOM 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 and, if cancelled, I am due a complete refund of any fees or deposits.
- Children under the age of 16 must be under the direct supervision of an adult.
- Events requiring media items such as laptop computers, projectors, etc. must be provided by 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.

ALCOHOL TERMS AND CONDITIONS

- The legal ages for possession, serving and consuming alcoholic beverages is 21. The requesting organization or individual is responsible to ensure this requirement is met.
- Only beverages served by Blitz's Lounge or Club 56 are authorized in this facility. Individuals may not bring private beverages into the facility for consumption unless approved in advance by the base commander.
- All alcoholic beverages purchased in the Community Commons (Blitz's Lounge) must stay within the Community Commons grounds. (Game room, lobby, Blitz's lounge, Front Patio, Airman's Patio)
- I understand the provisions for the Dram Shop Theory as follows:
 - This theory deals with legal liability created by law or court decision, which imposes on the server and/or responsible person (that individual who is responsible for the function) of alcoholic beverages, the duty to refuse to serve alcoholic beverage to a person who reaches or appears to be reaching the point of intoxication. The server, or responsible person will be held liable for damages when alcoholic beverages continues to be served to such person(s) who are not in control of their faculties and in violation of this policy.

Signature of Responsible Party: _____ Date: _____

After Hours POC Information

Community Commons Manager: Pauladacy Tellez **Office:** 856-7152 **Cell:** (602)622-0707