

COMMUNITY COMMONS THEATER RESERVATION REQUEST

*To reserve the Theater, you must complete and submit this request form to the Community Center at
56fss.fswp.communitycommons@us.af.mil
Max Capacity (450 People)
The Community Center is located at Building 700 on 14037 W. Phantom St., Phone: 856-7152 (2459).*

1. Requestor's Name: _____
2. Organization: _____
3. Duty/Home Phone: _____ Cell Phone: _____
4. Email Address: _____
5. Date(s) Needed: _____
6. Time(s): _____
7. Event: _____ Number of People: _____
8. Will you be utilizing any equipment?

P.A. System

Podium

VCR/DVD Player

9. Food and Beverages: Food and Drink are not allowed in the Base Theater unless otherwise Pre-coordinated with the Facility Manager Ms. Paula Tellez. Any food that is brought in for events will need to be coordinated prior.
 - a. Water is allowed in enclosed containers/bottles

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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.
 - 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.

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: _____

POC Information.

Community Commons Assistant Manager:

SSgt Jermani Wilson Office: 856-7152 Cell: 314.422.0669

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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.
- Children under the age of 16 must be under the direct supervision of an adult.
- Events with PowerPoints or presentations need to have a laptop provided by the 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.

Signature of Responsible Party: _____ Date: _____

POC Information.

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