

**2012 DEEL COMMUNITY CENTER (DCC) ROOM RESERVATION REQUEST FORM**  
**Non Military Functions**

**Rooms Available for Rent:**

Ballroom	CAPACITY: 100
Conference Rooms 1 & 2	CAPACITY: 40
Conference Room 3 & Mini Theater	CAPACITY: 70
Oasis Lounge	CAPACITY: 40

**Room Fee:**

Ballroom: \$25.00 per hour plus \$25.00 reservation fee.

Conference Room: \$10.00 per hour plus \$10.00 reservation fee.

(Time is allowed, at no additional charge, for cleanup and breakdown of the ballroom and conference rooms. There is an additional \$50.00 charge for Deel CC staff to break down i.e. put away chairs, tables and put room back to daily configuration)

Oasis Lounge: \$15.00 per hour plus \$15.00 reservation fee.

(The Oasis must be cleaned up the day of use due to mission requirements.)

**Event Fee:**

Weddings and/or Wedding receptions: \$200.00 per day plus \$100.00 reservation fee.

Parties (e.g.: Holiday, Birthday, Graduation, etc) \$100.00 per day plus \$50.00 reservation fee.

**Terms and Conditions (please read and initial each item)**

\_\_\_\_\_ Reservation fees are due at the time of reservation of the room. Full payment is due one working day prior to the event. Payments may be made in the form of cash or check for the exact amount. The Deel CC cannot accept credit cards at this time. Cancellations must be made 72 hours prior to the event date by contacting the Deel CC Manager either by phone, e-mail, or in person. Failure to cancel the event within the specified time frame may result in forfeiture of the reservation fee.

\_\_\_\_\_ I understand that, although rare, mission-related requirements may cause this reservation to be cancelled. In the event this occurs, I will receive a complete refund of any fees paid.

\_\_\_\_\_ I understand I am responsible for the set-up and clean-up of the utilized room(s) unless other arrangements have been made and approved by the Deel CC Manager. This includes, but is not limited to, cleaning tables, emptying trash, vacuuming the floor, etc.

\_\_\_\_\_ I will return the room(s) to its original configuration upon completion of my function.

\_\_\_\_\_ I will abide by all facility rules and will be financially responsible for any damages to the facility and or its furnishing's.

\_\_\_\_\_ One of the POC's listed on this form will be at the event at all times.

\_\_\_\_\_ The Teen Center is a separate activity within this facility and at no time should the center be entered except in the case of an emergency.

\_\_\_\_\_ The Deel CC has a PA system with CD, radio and microphone capabilities. The sound system is the property of the 92d Communications Squadron and therefore the system is not to be moved from its current location.

\_\_\_\_\_ Smoking in front of the building is not authorized. The designated smoking area for this facility is the dumpster housing area. Smokers must dispose of their smoking materials.

\_\_\_\_\_ Children 16 and under must be supervised at all times by an adult.

\_\_\_\_\_ Confetti is not permitted inside or outside the facility at anytime.

\_\_\_\_\_ Candles should be in an enclosed container and must be extinguished prior to departing the facility for the evening.

\_\_\_\_\_ Plants may only be moved when coordinated with the Deel CC Manager.

\_\_\_\_\_ Any violation in the rules put forward in this registration will constitute a breach of contract and a forfeiture of any monies paid.

\_\_\_\_\_ In case of a fire or fire alarm activation, quickly but safely, exit the facility to the dumpster area and call 911.

**Events requesting consumption of alcohol:**

**Reservations for events that will be serving alcohol must be made 60 days prior to event**

\_\_\_\_\_ Will alcohol be served: Yes \_\_\_\_\_ or No \_\_\_\_\_ If no skip to events with food section?

\_\_\_\_\_ Alcohol served within the Deel CC must be catered through Aramark. Please contact Aramark at (509)244-2162.

\_\_\_\_\_ Request for events with alcohol within 60 days of the event will be considered but not guaranteed. The Deel CC Manager will contact the Youth Programs Manager to discuss logistical requirements. I will be notified on \_\_\_\_\_ as to whether the request may be granted.

\_\_\_\_\_ I have read and fully understand the memorandum "Authorization for the Sale of Alcohol in Designated 92d Force Support Squadron Activities".

\_\_\_\_\_ I understand alcoholic beverages should remain inside the facility at all times.

**Events with Food:**

\_\_\_\_\_ I understand that pot lucks are authorized within this facility but catered food must be catered through Aramark. Please contact an Aramark representative at (509) 244-2162.

Additional information:

Room(s) to be reserved: \_\_\_\_\_ Ballroom \_\_\_\_\_ Conf Rm 1 \_\_\_\_\_ Conf Rm 2 \_\_\_\_\_ Conf Rm 3 \_\_\_\_\_ Oasis

Function: \_\_\_\_\_

Person/organization making request: \_\_\_\_\_

Date of function: \_\_\_\_\_ Time – From: \_\_\_\_\_ to: \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_ Time – From: \_\_\_\_\_ to: \_\_\_\_\_

POC: \_\_\_\_\_ Duty #: \_\_\_\_\_ Home #: \_\_\_\_\_

Alternate POC: \_\_\_\_\_ Duty#: \_\_\_\_\_ Home#: \_\_\_\_\_

Commander/Deputy Commander or First Sergeant's, name, rank and phone number: \_\_\_\_\_

Estimated number of people attending: \_\_\_\_\_

Requested equipment: Check all that is required and give quantities if applicable.

Non-Folding Chairs (# \_\_\_\_\_) / Folding Chairs (# \_\_\_\_\_) Tables (# \_\_\_\_\_) Podiums (# \_\_\_\_\_) / PA \_\_\_\_\_

Projector \_\_\_\_\_ / Laptop \_\_\_\_\_ / Dance Floor \_\_\_\_\_

SIGNATURE OF RESPONSIBLE PARTY: \_\_\_\_\_ DATE: \_\_\_\_\_

Staff Use Only: Deposit \$ \_\_\_\_\_ / Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Reservation Form Received: \_\_\_\_\_

Staff Signature: \_\_\_\_\_