

**VSFb EDUCATION CENTER
FACILITIES AFTER HOURS
USE AGREEMENT
INSTRUCTIONS**

To complete the following After Hours agreement form:

1. Inform and pass off this After Hours agreement to your supervisor. Typically a Squadron Commander, someone that is currently on G-Series Orders or has punitive authority.
2. Insert date form was filled out, NOT for the reservation date you need.
3. Squadron Commander needs to be the requesting party. It should be addressed FROM them.
4. On the form, section #3, POC is the person in charge, PRESENT in the room during the time of the reservation.
5. Squadron Commander signs the form and sends it back to the Education Center to be signed off on.

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Date:

MEMORANDUM FOR VSFB EDUCATION CENTER

FROM:

SUBJECT: Exception to Policy for After Hours Use Request- Education Center Facilities

1. Vandenberg Space Force Base Education Center policy establishes the regular operating hours for Building 13640 as 0800-1600 Monday through Friday, on all established duty days. As a result, I request an exception to policy to use facilities outside of regular office hours. In exchange for request approval, I assume full responsibility for security and resource control for all agreed upon facilities.
2. I understand that full responsibility entails accountability of all resources and adherence to all security mandates for the specific facility reserved by my POC via a signed Education Center Facilities and Use Agreement contract. This contract stipulates the rules of use for facilities in Building 13640, rules which will be strictly enforced by the POC and mandated by the undersigned.
3. My POC for this waiver is _____ and I can be reached at: _____.

SQUADRON COMMANDER: