

30th FORCE SUPPORT SQUADRON

PACIFIC COAST CLUB COMMUNITY CENTER ROOM RESERVATION FORM

The Pacific Coast Club Community Center facility hours are Mon-Fri 0800-1600, Closed Saturday & Sunday, and Holidays. Room rates listed below apply IAW DAFI 34-101. Commanders/Directors calls, Retirement Ceremonies, and Promotion Ceremonies are *exempt from reservation fees. Functions deemed *exempt must take place during operating hours, if held before or after operational hours, hourly fees apply.

ROOM REQUESTED: *To digitally select boxes, double click box and select 'shape fill' from top under 'format'

- | | |
|---|--|
| <input type="checkbox"/> Quiet Room (Max. Occupancy 20) \$20.00 | <input type="checkbox"/> Ballroom C (Max. Occupancy 156) \$35.00 |
| <input type="checkbox"/> Ballroom A (Max. Occupancy 156) \$35.00 | <input type="checkbox"/> Club Lounge/E-Lounge (Max. Occupancy 200) \$35.00 |
| <input type="checkbox"/> Ballroom B (Max. Occupancy 156) \$35.00 | <input type="checkbox"/> Heritage Lounge/O-Lounge (Max. Occupancy 148) \$35.00 |
| <input type="checkbox"/> Warrior Room (Max. Occupancy 84) \$35.00 | |

1. Requestor's Name/Rank: _____
2. Organization: _____
3. Duty Phone: _____ Cell Phone: _____ Home Phone: _____
4. Email Address: _____
5. Date(s) Needed: _____
6. Start Time: _____ End Time: _____ Type of Event: _____
7. Number of People Expected: _____
8. Food & Beverage Preordered? Yes ☐ No ☐
9. Indicate equipment needed:
☐ P.A. System ☐ Podium ☐ CD/DVD Player ☐ Projector or Monitor
☐ Tables (Qty) _____ ☐ Chairs (Qty) _____ ☐ Linens (Qty) _____ (\$5 each)
9. **FEES/CHARGES:** Usage fees are based on the space reserved outlined above for any class or meeting room utilized during operating hours of the Pacific Coast Community Center. For organizational meetings where the group members will be purchasing food/beverage from the Cafe daily meal service in value equivalent to assessed room usage fee, room fees may be waived. Usage fees are due at time of check in unless fee is being waived for planned food/beverage purchase during reservation. If you are not catering but require linens on tables, there will be a \$5 charge per linen. **Any functions held before or after the above opening and closing times will be charged an additional \$35 per hour opening/closing fee.**
***Please note there are no room usage fees assessed for Official Retirements, Commanders/Directors Calls and Official Promotion Ceremonies during the center's normal hours of the operation. Squadron/Unit CC coordination may be required.**
10. **FOOD AND BEVERAGES:** All catered events must be contracted through the Pacific Coast Club. No off-base caterers will be allowed to cater events in the Pacific Coast Community Center. IAW DAFI 34-219 alcoholic beverages will ONLY be sold and served by the 30th FSS. Please refer to the PCC Catering Guide for more information and pricing.
11. **CANCELLATIONS:** Cancellations must be made 24 hours prior to the event for the reservation. Cancellations made after this deadline or no-show are responsible for payment of assessed room reservation fee.
12. **PRIVATE FUNCTIONS/FUNDRAISING/INCOME GENERATING EVENTS:**
All events of this nature will be charged the hourly room(s) fees for the duration of the event and be approved by the Pacific Coast Community Center Manager. Private Organizations wishing to host a fundraising event at the Pacific Coast Community Center must be in an active status with the 30th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.

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13. **ACKNOWLEDGEMENT:** All users of Pacific Coast Community Center rooms are responsible for assuring that the procedures listed below are followed and adhered to at all times:

- You are responsible for checking in with Pacific Coast Community Center staff before and after room use. Patrons may not start setting up until the room has been inspected by a staff member.
- You are responsible for ALL set up, clean up and return of the room arrangement. You assume full responsibility for all individuals attending your specific function.
- Glitter is not allowed. Table confetti must be ½ inch or larger.
- You are responsible for any/all damages to areas used.
- You are responsible for checking in with staff before and after your function
- You are responsible for all individuals consuming alcohol at your function
- You are responsible for providing all other equip/products for the function unless you have catered through the PCC.
- You are responsible for the supervision of children under 18 years of age at all times.
- You may not charge for 'childcare services' in our facility.
- Mission requirements have priority and could cause your function to be moved or changed.

14. **ACCEPTANCE:**

By signing and dating this document below, you agree that you have read and understand the preceding information and know that you are fully responsible for all fees, equipment and condition of the room(s) utilized.

Requestor's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

NO FOOD & BEVERAGE

USAGE FEE DUE: _____ AMOUNT PAID: _____ DATE: _____

COMMENTS: _____

FOOD & BEVERAGE PREORDER

BEO #: _____ AMOUNT PAID: _____ DATE: _____

COMMENTS: _____

APPROVED: ☐ DISAPPROVED: ☐

Club Manager, Pacific Coast Community Center

Date