

# 30th FSS

## PACIFIC COAST CLUB COMMUNITY CENTER ROOM RESERVATION FORM

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The Pacific Coast Club Community Center facility hours are Mon-Fri 0800-1700, Closed Saturday & Sunday and Holidays. Room rates listed below apply in accordance with IAW AFI 34-109. **Commanders/Directors calls, Retirement Ceremonies, and Promotion Ceremonies are \*exempt from hourly 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'

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|---|--|
| <input type="checkbox"/> Quiet Room (Max. Occupancy 20) \$15.00 ph.           | <input type="checkbox"/> Ballroom C (Max. Occupancy 156) \$25.00 ph        |
| <input type="checkbox"/> Ballroom A (Max. Occupancy 156) \$25.00 ph.          | <input type="checkbox"/> Enlisted Lounge* (Max. Occupancy 200) \$25.00 ph  |
| <input type="checkbox"/> Ballroom B (Max. Occupancy 156) \$25.00ph            | <input type="checkbox"/> Officer's Lounge* (Max. Occupancy 148) \$25.00 ph |
| <input type="checkbox"/> Warrior Room (Max. Occupancy 84) \$25.00 ph/per side | <b>*If you are request bar service, see Catering Guide instead</b>         |

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: \_\_\_\_\_ Will food be served?  Yes  No
8. Indicate equipment needed:  
 P.A. System  Podium  CD/DVD Player  
 Tables (Qty) \_\_\_\_\_  Chairs (Qty) \_\_\_\_\_
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 non-official functions, a refundable cleaning deposit of **\$50.00** is required upon confirmation of your reservation – deposits will be refunded only upon completion of an inspection by a staff member of the Pacific Coast Community Center. For organizational meetings where the group members will be purchasing lunch from the Pacific Coast Club daily meal service, room fees may be waived. All payments must be made by COB two (2) days after notification of room use approval. 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 \$15 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 centers normal hours of the operation. A cleaning fee of \$50 may be assessed if the room is not returned in the state it was originally provided.**
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 AFI 34-219 alcoholic beverages will ONLY be sold and served by the 30th FSS. Please refer to the PCC Catering Guide for more information.
11. **CANCELLATIONS:** Cancellations must be made 72 hours prior to the event for the reservation to receive a refund. Cancellations made after this deadline or no-show will forfeit any payments made.
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 Director. 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. **BOUNCE HOUSE RENTAL:** The Ballroom can be reserved with a bounce house at a cost of \$20 per hour, minimum reservation time is 2 hours. This fee is in addition to the room rental fee of the ballroom.

14. **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 will remove all trash, clean all tables used, sweep/vacuum floor and clean up any spills
- 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 'child care services' in our facility.
- Mission requirements have priority and could cause your function to be moved or changed.

15. **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

COMMENTS: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ RESERVATION #: \_\_\_\_\_

APPROVED:

DISAPPROVED:

\_\_\_\_\_  
Director, Pacific Coast Community Center

\_\_\_\_\_  
Date