

OFFUTT AFB COMMUNITY CENTER GUIDANCE AND RULES (GLOBAL LOUNGE)

Reservations: Active Duty, Retired Military, DoD Cardholders, Civilians, and Contractors or their Adult Dependents may make room reservations. Reservations from dependents under the age of 18 will not be accepted. Above eligible patrons can be an Event Sponsor for a non-ID card holder but will assume full responsibility for event and patrons attending event.

Reservation Forms: All events will be submitted no later than (NLT) 3 business days prior to facility use and will require 48 hours written notice of cancellation. Submitting a reservation does not guarantee the room is available. A representative from the Community Center will contact you to confirm. Additional time may NOT be added the day of the event without prior approval from management.

Reservation Hours: Events can be scheduled during the following hours below in four hour increments. Additional time will be considered on a case by case basis.

Monday –Thursday: 0800-2000

Friday 0800-2300

Saturday 1000-2300

Sunday 1000-1800

Capacity: The Event Sponsor must comply with the room capacity limit of 263 guests at all times.

Inspection: Event Sponsors are required to inspect the facility prior to use. Any facility issues or problems must be reported immediately to the Community Center staff on duty. The Sponsor will be financially responsible for any damages that occur to the facility or equipment during use.

Set Up: Event Sponsor will be responsible for ensuring the facility meets all set-up requirements.

Clean Up: Will be completed no later than 30 minutes hour after the conclusion of the scheduled event. If additional time is needed management approval is required. Parties shall adhere to the following instructions for clean-up of the facility:

- (a) Room. Table trash, cups, plates, plastic ware, cake, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into the sinks prior to being placed in the trash receptacles.
- (b) Restrooms. Trash will be picked up from the bathroom floors and sinks. Sponsors are required to properly clean up any/all vomit or other bodily fluids. If such items are not properly cleaned, an additional \$100 cleaning fee will be assessed.
- (c) Trash. All trash will be bagged and removed from the building. All bags will be taken to the trash dumpster located in the rear corner of the parking lot.
- (d) Community Center Floor. All carpet in the room will be vacuumed to the satisfaction of the Community Center staff member on duty. Vacuums will be provided.

Food: Food and beverage items are permitted in the Community Center. Items may be brought in for events at no additional cost. On site cooking of any sort such as BBQs are not permitted. All food items must have prior coordination and adhere to 2009 U.S. Public Health Services FDA Food Code standards <http://www.fda.gov/downloads/Food/GuidanceRegulation/UCM189448.pdf>. Catering is available by contacting the Patriot Club Catering Manager, DSN 232-3537 or commercial (402)-294-3537. **The community center is not responsible for assisting with/coordinating event catering.**

Alcohol: A reservation requesting to serve alcohol must be coordinated through the Patriot Club and with Catering Service. No outside alcohol may be brought in to or served within the facility to have alcoholic beverages served.

The community center is not responsible for assisting with/coordinating event catering.

Community Center staff are not able to serve alcohol to patrons. All alcohol servers must comply with AFI 34-319 Alcoholic Beverage Program

Designated drivers must be provided to management, with contact numbers, no later than five business days prior to the scheduled event.

- Two project officers must be identified that have a valid active or retired military, DoD, NAF or contractor identification card. These individuals are responsible for the facilities utilized, ensuring the minimum legal drinking age is strictly enforced, designated drivers are appointed, and the responsibilities described in the Dram Shop Theory are observed.
- Persons consuming alcoholic beverages must be at least 21 years of age.
- Guests are not permitted to bring or consume alcohol unless it is served by the Patriot Club staff.
- **Outside alcoholic beverages are strictly prohibited;** anyone in violation of this rule will be removed from the premises by Security Forces and banned from the Community Center for 180 days. Subsequent violations of this rule will result in further action to include permanent banishment from the facility.

Off Base Guests: Event Sponsor maintains the responsibility of all off-base guests to include clearance through Security Forces, in addition to maintaining the accountability for escorting guests on base.

Reserved Activities for Minors: The Community Center will not provide staff to serve as chaperones; this is the responsibility of the Event Sponsor. Furthermore, a ratio of at least one adult for every 12 minors in attendance is required. . A minor is considered anyone under the age of 18.

Conduct of Event: For the duration of the event, the event sponsor and guests must abide by and comply with the applicable policies, regulations and laws. The event sponsor is responsible for the actions of guests and for any damages or loss incurred during the event. Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your user agreement contract constitute a breach and may result in actions to include cancellation of rental period and immediate dismissal/removal from the facility. The Community Center has the right to refuse entry or service to and remove from the premises any person staff members have it deemed to be behaving in an improper, abusive manner or in a manner not befitting. All events must be in good taste and be appropriate to

be hosted by the Force Support Squadron; any event that would bring discredit upon the Sponsor, Force Support Squadron, or Air Force will not be allowed from utilizing the space

Staff: There will be a minimum of one Community Center staff at all events. If there are any issues with the staff the Sponsor may contact the Community Services Flight Chief during duty hours (M-F 0730-1630) at (402)294-6386 and during non-duty hours at (402)657-8097. The Community Center Flight Chief will serve as the point of contact to resolve any discrepancies between the user and staff. If the Flight Chief is the staff member on duty all discrepancies will be handled by the Force Support Squadron Deputy Director.

Destruction of Government Property: Deliberate destruction, defacing and/or misuse of government property is subject to disciplinary action under Air Force directives. Fees and fines may be assessed based on the scope of destruction.

Liability: The Community Center will NOT be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all events on premises.

1. The facility is rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture, and other day-to-day decorative accessories may not be relocated or removed from the premises.

_____ **Event Sponsor Initials**

2. No nails, staples, screws, pins, tape or adhesives of any kind may be put into walls, ceilings or floors. No adhesive tapes including scotch, masking, and duct tape may be placed on any surfaces.

_____ **Event Sponsor Initials**

3. The usage of candles/open flames is not permitted.

_____ **Event Sponsor Initials**

4. No rice, confetti, birdseed, or other unapproved "celebration materials" shall be allowed inside or outside of the facility. Please check with Community Center Staff to determine if a certain material is unauthorized.

_____ **Event Sponsor Initials**

5. No drinks allowed on the dance floor.

_____ **Event Sponsor Initials**

6. All foods, drinks and any other materials that stain, damage or otherwise disfigure flooring, walls or any other part of room will incur cleaning charges to remove the damage.

_____ **Event Sponsor Initials**

7. Furniture arrangement must be approved prior to the event. While every effort will be made to arrange all furniture at the request of the Event Sponsor, the Community Centers reserves the right to adjust furniture as necessary to allow for safety, traffic, and prevent damage to walls or other reasons it deems necessary.

_____ **Event Sponsor Initials**

8. A joint walk-through will be requested after the event to determine cleanliness and if damage has occurred to the facility.

_____ **Event Sponsor Initials**

9. If alcohol is served during the event, it must be consumed within the Community Center. All alcohol must be dispensed by approved bartenders.

_____ **Event Sponsor Initials**

10. The Community Center is a non-smoking facility. All smoking should be done on the parking lot on the South end of the building, and the cigarette butts disposed of properly. Event Sponsor is responsible for picking up cigarette butts in front of the building, around front door area and deck area after the event. The use of chewing tobacco, snuff or any other smokeless tobacco product is strictly prohibited.

_____ **Event Sponsor Initials**

11. No gambling is allowed within the facility.

_____ **Event Sponsor Initials**

12. The Community Center staff would like our guests' event to be memorable and as special as possible. We recognize that celebrations often include children. We ask that parents and other adults maintain supervision of all minors, in an effort of averting preventable accidents. Children should be kept from running violently, throwing food or other objects, standing on tables or chairs, hanging from or on doors. Children should at no time be allowed in the kitchen or bar areas, or outside if unsupervised. The Community Center shall not be responsible for injuries to unsupervised children. Event Sponsors shall be responsible for all damages incurred from children.

_____ **Event Sponsor Initials**

Printed Name

Signature

Date