



# Community Activity Center



## Reservation Form

Community Activity Center 914 SAC Blvd #462, Offutt AFB, NE 68113 (402) 294-9558 offutt55fss.com/community-center

### Event Types & Fees

**Official mission & Squadron Functions include:** commander's calls, conferences, meetings, & trainings

**Private Use Events include:** personal parties, promotion ceremonies, retirement ceremonies, luncheons & social club use

(Prices are in 4 hour increments)

| Official Mission / Squadron Functions<br>Mon—Fri: 8 a.m.—5 p.m. | Private Use Events<br>(Duty Hours)<br>Mon—Fri: 8 a.m.—5 p.m. | Private Use Events<br>(After Duty Hours)<br>Mon—Thur: 5—8 p.m.<br>Fri: 5—11 p.m. | Private Use Events<br>(Weekend Use)<br>Sat: 10 a.m.—11 p.m.<br>Sun: 10 a.m.—6 p.m. |
|---|--|--|--|
| FREE  | \$50   | \$125  | \$150  |

### Point of Contact

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Duty Phone: \_\_\_\_\_ Home / Cell: \_\_\_\_\_

Email: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Squadron: \_\_\_\_\_

### Alternate POC

Name: \_\_\_\_\_ Duty Phone: \_\_\_\_\_ Home / Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Details

Event Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ (Ex: 8 a.m.—2 p.m.)

Number of attendees: \_\_\_\_\_ Event Description: \_\_\_\_\_

Services / Items Needed:    Tables            Chairs            Podium            Use of Stage / Dance Floor            Use of Projection System\*

                                  Use of Audio System            Will Bring Food            Patriot Club Catering\*\*            Patriot Club Bar Service\*\*            Tablecloths\*\*

Additional items / Services Not Listed: \_\_\_\_\_

\*The Community Center does not have laptops available.

\*\*Patriot Club catering, bar service and tablecloths require contract and payment through the Patriot Club Catering Office: (402) 232-3537

**Cancellations must be made within 48 hours of your event. A written notification must be provided to the Community Center.**

INITIAL: \_\_\_\_\_

Customer Printed Name: \_\_\_\_\_ Customer Signature: \_\_\_\_\_

Please send all reservations to 55fss.fscp.communityactivity@us.af.mil

### COMMUNITY CENTER STAFF USE

Received: \_\_\_\_\_ Staff Member: \_\_\_\_\_ Confirmation Date: \_\_\_\_\_ Staff Member: \_\_\_\_\_