



Send completed form to 55FSS.FSWP.communitycenter@us.af.mil

The Warhawk Community Center is a 3,911 square foot space filled with games, activities, and more that allows enough space for 220 standing or 100 seated guests. Please take note that the reservation must include set-up and break down of the room to its original setting. A credit or debit card is required at the time of reservation. Cards are subject to charges for any additional cleaning needed or damage to equipment/the facility.

First and Last Name of Host:

Organization:

Phone Number:

Email Address:

Event Tier:

Date of Event:

Start/End time MUST include time needed for set-up and break down

Start Time:

End Time:

Guest Count:

Equipment Needed:

Please check all that apply

Podium Audio Visual Gaming Systems Tables Chairs Board/Card Games Yard Games

Additional Amenities - Fees Apply

- Catering (contact Offutt Event Center Staff)
- Catering provided by third party (\$150 Fee)
- Private Bar (\$200 per 4 hrs, \$50 per additional hr) Start Time End Time
- Dessert/Cake Table (\$20 Fee)
- Potluck (\$50 Fee)