

MCAGCC and MCCS Community Center Reservation Form

Today's Date: _____

Reservation Request Date: _____ Day of the Week: _____

Name of Event: _____

Name of Organization or Group: _____

Arrival Time: _____ Ending Time: _____
This includes setup time. This includes clean up time.

Total Hours: _____ Number of People: _____

Space Requested: (Please check all that apply)	Cost		Equipment Requested: (Please check all that apply and list amt.)		
Gymnasium (278)	\$15		Tables	Max 42	
Room 107a (31)	\$5		Chairs	Max 275	
Room 107b (51)	\$5		Coffee Machine	2 55-cups	
Room 102a (25)	\$5		Ice Machine	500 lbs	
Room 102b (25)	\$5		Podium	1 standard	
Kitchen	\$10		Large Trash Cans	5 extra large	
Patio	\$5		PA System	Wireless	
Shed (one year)			Projector/Laptop	1 each	
Total Cost:					

Sponsor's Name and Rank: _____

Unit/Workplace: _____ Unit/Workplace Phone: _____

If activity is for personal use, please fill out the following information:
Contact Person: _____ Home Phone: _____

Home Address (Please note if base housing, 801 housing, or other): _____

Terms and Conditions:

- 1) Reservation will be approved or disapproved with consideration to:
 - a) group size, b) specific requirements, and c) availability.
- 2) Command support groups have priority over ALL reservations.
- 3) If a cancellation is required, all efforts will be made to accommodate the request.
- 4) Building cannot be rented for usage of personal gain.
- 5) Normal hours of operation are 0700 to 2100, Monday through Friday. Any event held outside normal operating hours, needs to be requested at least 15 days in advance. Building must be secured by 2100 unless approved by manager.
- 6) Reservation form must be completed and approved before reservation is confirmed. All weekend reservations must be paid for before reservation is confirmed.
- 7) A fee of \$10 per hour is due at the time of reservation. *Price noted is for weekend personal use only.*

The party/parties reserving the facility room(s) are responsible for setting furnishings as needed. If furnishings are rearranged, the party must return to original setting. The user will also return all items to the storage rooms, wash any appliances used, and sweep and mop any spills as necessary. Before leaving, the attendant will inspect the room(s) as required. For reservations of personal use on the weekends, the parties involved will not be allowed in the building outside of the reserved hours unless approved by management and paid prior to date. If party does not comply with these rules, management will be notified, and the user will not be allowed to further use the facility.

id conditions provided by the Community Center.

Signature _____

MCAGCC and MCCA
Community Center Reservation Form

Today's Date:

Approved/Disapproved By:

Reason for Disapproval:

Amount to be Paid, if any:

Notes:

Logged in reservation book:

Any other conditions specific to event: