

# 412th FSS

## OASIS COMMUNITY CENTER ROOM RESERVATION FORM

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The Oasis Community Center facility hours are Mon-Fri 0900-2000, Closed Saturday & Sunday and Holidays. Room rates listed below apply in accordance with IAW AFI 34-109. Commanders/Directors calls, Retirement Ceremonies, Promotion Ceremonies, Unit Trainings and unit Morale Events are exempt from hourly fees. Contracted Trainings and Morale Events held outside normal operating hours, private parties and events held by Private Orgs are NOT exempt. Functions deemed exempt must take place during operating hours.

**ROOM REQUESTED:**

Coyote Conference Room (Max. Occupancy 65) \$30.00 per/2 hr.

1. Event Name: \_\_\_\_\_
2. Requestor's Name/Rank: \_\_\_\_\_
3. Organization: \_\_\_\_\_
4. Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Date(s) Needed: \_\_\_\_\_
7. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  Official  Un-Official  
Include Your Setup and Tear Down in your start and end times.
8. Number of People Expected \_\_\_\_\_ Will food be served?  Yes  No
9. Please note that you are **REQUIRED** to check in with Community Center staff before and after your reservation.
10. **FEES/CHARGES:** A usage fee of \$30 per 2 hours for the Coyote Conference Room will be assessed for Un-Official Functions. There is no proration for partial use of a 2 hour block. No fees will be charged for any meeting under 1 hour in length. There is an additional \$15 per hour charge for any time outside normal operating hours.  
**\*Please note there are no room usage fees assessed for Official Retirements, Commanders/Directors Calls and Official Promotion Ceremonies or DoD Training during the centers normal hours of the operation.**
11. **FOOD AND BEVERAGES:** All catered events must be contracted through Club Muroc, High Desert Lane or Muroc Lake Golf Course. No off base caterers (Domingo's, Famous Dave's etc.) will be allowed to cater events in the Oasis Community Center. In the event and FSS activity cannot cater your event with food, you are authorized to obtain your food from any on-base food activity. A letter from Club Muroc is required to allow for off-base catering if no on-base food activity can accommodate your request. Squadron/Unit/Office Pot luck's may be allowed on a case by case basis at the discretion of the Oasis Community Center Director. IAW AFI 34-219 alcoholic beverages will ONLY be sold and served by the 412th FSS.
12. **ACKNOWLEDGEMENT:** All Users of Conference rooms are responsible for assuring that the procedures listed below are followed and adhered to at all times:
  - 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.
  - 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, i.e. tablecloths, utensils, etc for the function.

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13. **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 Oasis Community Center Director. Private Organizations wishing to host a fundraising event at the Oasis Community Center must be in an active status with the 412th FSS Private Organization Coordinator and must have an approved fundraising event form prior to the event.

14. **PAYMENT:**

All Payment and cleaning deposits are due to the Community Center 3 Business Days after Community Center Approval. Failure to pay in a prompt manner may result in revocation of your room reservation.

15. **VIDEO SUPPORT:**

The Community Center has limited video support. Please check in advance if we can suit your needs.

16. **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. Any breach of the above contract may result in denial of future room reservations and counseling with leadership.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

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

AMOUNT DUE: \_\_\_\_\_

DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

APPROVED:

DISAPPROVED:

\_\_\_\_\_  
Approving Signature

\_\_\_\_\_  
Date