

**87th FSS Joint Base MDL
Community Center**

Flight Deck Community Center Reservation Agreement

Building 484, Lansdowne Rd.

Lakehurst, NJ 08733

Phone: (732)-323-2024

Email: 87FSS.CAC.Lakehurst@us.af.mil

Office hours: Monday through Friday 8:00am to 4:30pm

Available rooms: ASSEMBLY ROOM (MAX. 200) PORT (MAX 65) MIDSHIP (MAX 70)

STARBOARD (MAX 65) TRAINING/ THEATER ROOM (MAX. 40+) CYBER LOUNGE AREA

Please Read Entire Agreement, make sure all highlighted Sections are filled out

Event Date:	Room(s)
Type of Event:	Catered Event (circle): Yes / No Catering POC:
Expected Number of Attendees:	Non-Catered Food Served: Yes / No
Set up Time:	End Time:
Start Time:	Return Time:
POC:	Alternate POC:
Unit/Squadron:	Unit/Squadron:
Office phone:	Office phone:
Cellphone:	Cellphone:
Email:	Email:

BARTENDER NEEDED (Must request 2 weeks in advance): NO _____ YES _____
From _____ To _____ (See page 2 for cost)

EVENT/MEETING REQUIREMENTS (include as much detail as possible):

***Please check in with CAC staff before setting up for event and after event cleanup is completed.**

CAC PROVIDED REQUIREMENTS:

Chairs	Tables (round)	(rectangular & size*)	Podium	Wingback
# _____	# _____	# _____	# _____	# _____

*Rectangular tables come in two sizes: 8ft. and 6ft.

State and Service flags are only available for official military functions conducted in the Flight Deck Community Activity Center.

Room reservations are first come, first serve, with the priority placed on Community Activity Center (CAC) and Military programs. There is a \$35 per hour charge for any non-official functions before and after business hours. **Mission Requirements have priority and could cause your function to be moved or changed.** VERY IMPORTANT: Rooms are held tentatively for three (3) business days to allow the authorized patron (event POC) to complete the contract process. After three business days the room is released for other reservations. INITIAL _____

Requestor is responsible for supplying all table covers, skirting, name plates, copies of paperwork, flags, flag stands, laptops, DVD's, CD's and all other equipment required for their function. NO GLITTER OR CONFETTI IS ALLOWED.

Audio & Visual Support will be provided by the Event Requestor. Public Address Systems; mikes, speakers etc., must be coordinated with Ground Electronics who may provide a portable PA system if available. They can be reached by calling 732-323-7278. Microphones and cables associated with CAC equipment (i.e. podiums) are not permitted to leave the facility and are to be signed out and returned to CAC staff on the day of the event. The event POC will be held responsible for any unreturned equipment. DJ's must be self-sufficient; they are not authorized to utilize the facility's public address system. INITIAL _____

If the event is not catered, it will be considered a potluck. This refers to patrons bringing in their own food. INITIAL _____

The POC is responsible for complete room set-up and break-down, including cleaning/vacuuming reserved room(s) and disposing of any trash generated from the event. POC may supply non-alcoholic beverages. All food items must be procured from an approved government inspected facility. Event POC must coordinate with the 87th Medical Group Public Health section at 609-754-9039, 609-754-9438 or 609-754-9573. This pertains to any food served, other than catered foods provided by the 87th Force Support Squadron activities. INITIAL _____

Alcohol can only be served by the CAC staff bartender and may not be brought in from the outside. **A \$15.00 hourly fee will charged for the services of a bartender needed after normal Community Center operating hours.** The CAC complies with AFI 34-219, thus impacting all activities and functions held in the facility. Alcohol Beverage Program, paragraph 2.1.6 whereas "alcoholic beverages may be consumed in other base and base-related facilities or areas approved by the installation commander" and paragraph 2.1.8 whereas "when approved by the installation commander, alcoholic beverages may be served and consumed in on-base areas not designated for this purpose only if they are sold and dispensed by an authorized Services or AAFES activity."

The CAC also complies with paragraph 2.3 and paragraph 2.5 whereas “private organization cannot sell or serve alcoholic beverages on Air Force bases” and “Activity managers must not allow individuals to bring personal supplies of alcoholic beverages into building or on the grounds where activities sell or serve alcohol”, respectively. INITIAL_____

Private Organizations must provide all required fund raising documents prior to the proposed event with the final approval authority from the 87th Mission Group Commander (87 MSG/CC). The CAC complies with Air Force Instructions – AFI-34-223, *Private Organizations (PO) Program*. INITIAL_____

POC is responsible for ensuring base access for all attendees without a military I.D. such as function attendees. INITIAL_____

CANCELLATIONS or Any changes to the event details stated above must be communicated to the Lakehurst CAC immediately. Phone 732-323-2024 Email: 87fss.cac.lakehurst@us.af.mil.

Signature of event POC is required to confirm reservation and is responsible for full compliance of all policies stated above.

REQUESTOR’S SIGNATURE:

DATE: _____

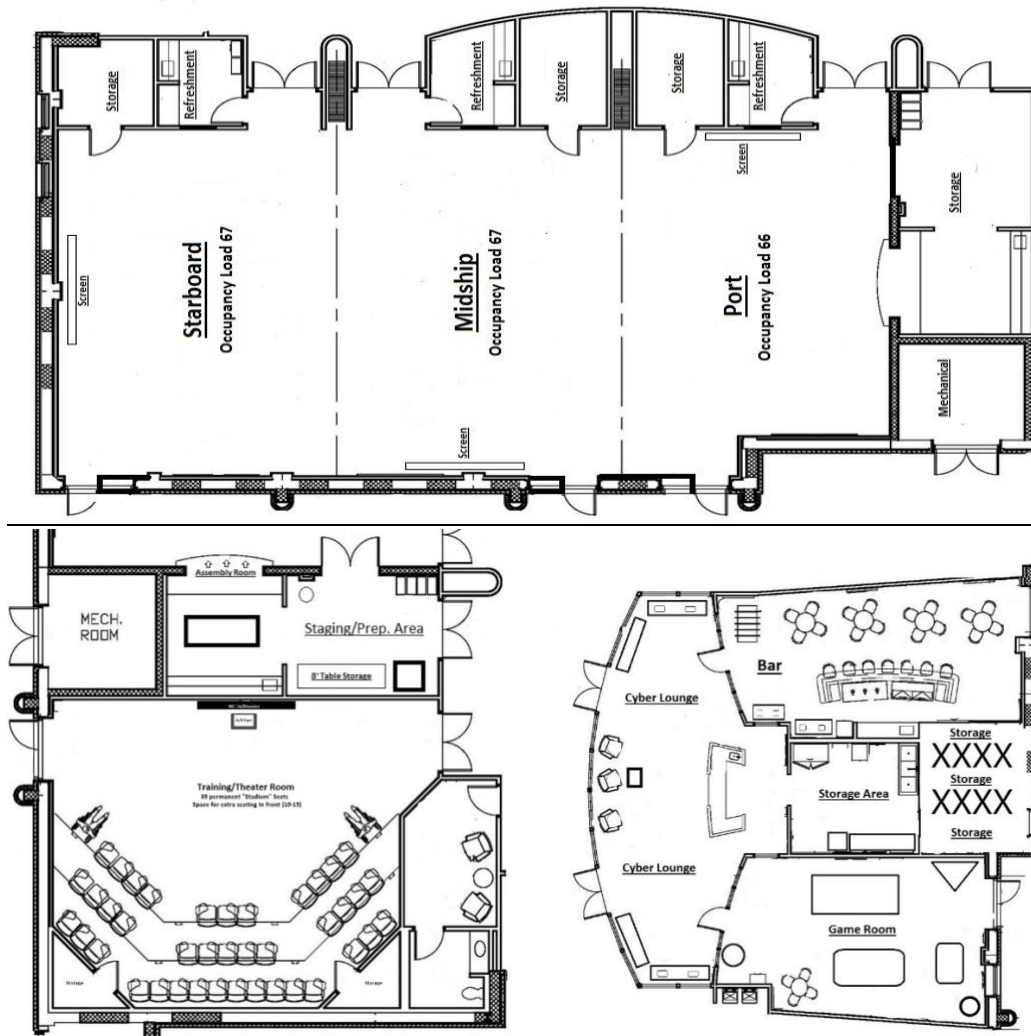
CAC STAFF SIGNATURE:

DATE: _____

Additional Notes:

Name	Phone #	Email Address	Notes
Christie Monroe	732-323-2024	Christie.monroe@us.af.mil	Supervisory Recreation Specialist
Frank Pironti	732-323-2024	frank.pironti@us.af.mil	Rec. Assistant
Elizabeth Porter	609-754-1484	elizabeth.porter.12@us.af.mil	Director, 87 FSS Community Programs.

Room Diagrams



ADDITIONAL INFORMATION:

*Room(s) MUST BE returned to Original Condition after use.

Available Tables and Chairs:

<u>Description</u>	<u>Seating Capacity</u>	<u>Quantity Available</u>
8' Rectangular	8-10	20
6' Rectangular	6-8	25
5' Round	6-8	15
Banquet Chairs	----	210
Wingback Chairs	----	7

*Recreation Area available for use during normal operating Hours.

***All CAC equipment is available for use in Bldg. 484 ONLY.** Outside use not permitted.

NO SCOTCH TAPE, PUSH PINS OR NAILS ARE TO BE USED TO HANG ITEMS ON THE WALLS.

- NOTE: "Lock Tite" is a blue tacky material that can be used to hang pictures, photos, and decorations on the wall and does not leave any residue afterwards. "Lock Tite" can be purchased at any drug store and Wal-Mart. A small amount is required to hang your pictures/photos decorations to the wall.