

## TEAMUP ONLINE RESERVATION GUIDELINES



Things to remember for TeamUp Tommy B's online reservations:

1. Any reservations taking place outside of regular business hours, 8:00am – 4:30pm, must be made by contacting [87fss.mcguire.cac@us.af.mil/609-754-2830](mailto:87fss.mcguire.cac@us.af.mil/609-754-2830).
2. Reservation Agreements must be uploaded with your request, any reservations made without an agreement will be deleted upon receipt. Agreements can be found on GoMDL.com on the Tommy B's page.
3. Remember to look at the building plans on page 5 of the Reservation Agreement and be mindful of the capacity of each room. Some events with a large participation expectancy may require multiple rooms.
4. You can access TeamUp from any device. Use <https://teamup.com/ksgjtkdidnss3j7yxy> for all computer and mobile devices (download the TeamUp app). You do not have to make an account.
5. If you need to make any cancellations or modifications to your reservation after making a request, please contact us at [87fss.mcguire.cac@us.af.mil/609-754-2830](mailto:87fss.mcguire.cac@us.af.mil/609-754-2830).
6. Please do not reserve a whole day if you don't need it, stick to a couple hours prior for setup and a couple hours for breakdown.
7. Aramark catering reservations must still be made by contacting the catering manager at [813-605-9532](tel:813-605-9532)/[Gerlich-latanya@aramark.com](mailto:Gerlich-latanya@aramark.com)

If you have any questions about the facility or need help making your reservation, please contact our office and we will be happy to help!