

# Facility Reservation Form

## REQUEST DETAILS

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Cost: \_\_\_\_\_

Area 1: \_\_\_\_\_ Area 2: \_\_\_\_\_

Event Type:  Command Function  Unit PT  Training  Meeting  Celebration  Other

Equipment Needed: # of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ Approximated Attendance: \_\_\_\_\_

## POC DETAILS

Name: \_\_\_\_\_ Command/Unit: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Military Status:  AD  RES  RET  FM  DOD CIV Rank: \_\_\_\_\_

## AGREEMENT

### **I understand and agree to the following:**

- Reservations may be canceled without advance notice if required for military or command functions.
- Requests must be submitted at least two weeks in advance. Email requests take 24 hours for review. Reservations are tentative until receipt of confirmation email. Cancellations must be submitted via email. Reservation changes/refunds/rescheduling must be made at least forty-eight (48) hours prior to event.
- Tropics Recreation Center may be reserved at no cost during operational hours only (Monday – Friday, 9 a.m. – 6 p.m.) and may not conflict with pre-existing reservations. Please allot time for set up and tear down when making your reservation. **Reservations outside of operational hours is available at a rate of \$75.00 per hour. Payments must be received within seventy-two (72) hours after confirmation. Credit/Debit card only.**
- The POC will be responsible for any loss or damage of all Government property during respective facility reservation.
- It is the POC's responsibility to set-up and tear down equipment/facility and return to its original condition immediately following the event. Set-up: tables, chairs and/or other equipment required for the event. Tear down: tables, chairs and/or other equipment used for the event must be wiped down and returned to storage areas, all trash must be removed and floors must be swept.
- A \$150.00 custodial fee will be assessed if POC does not return area to original condition post-event as indicated above.
- Minors 12 and under must be accompanied by an adult at all times.
- Individual meals or potlucks are permitted.
- NO OUTSIDE ALCOHOL. (Bar and/or food catering services may be coordinated through approved sources ONLY: **DFMWR [SB Bowling Center, WAAF The Hangar Entertainment Center, FS Hale Ikena] or 604 Ale House.**)
- NO PETS ALLOWED. NO HELIUM BALLOONS ALLOWED.

**Hold Harmless for Private Parties:** The patron agrees to indemnify and hold harmless the United States, the Department of the Army, and its military and civilian personnel from any liability in the leasing on DFMWR facilities and use of any DFMWR facility equipment. It is also expressly understood that the patron shall indemnify and hold harmless the Directorate of Family and Morale, Welfare and Recreation (DFMWR), and its personnel, in the event that negligence or other fault of the DFMWR caused or contributed to the loss or claim.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

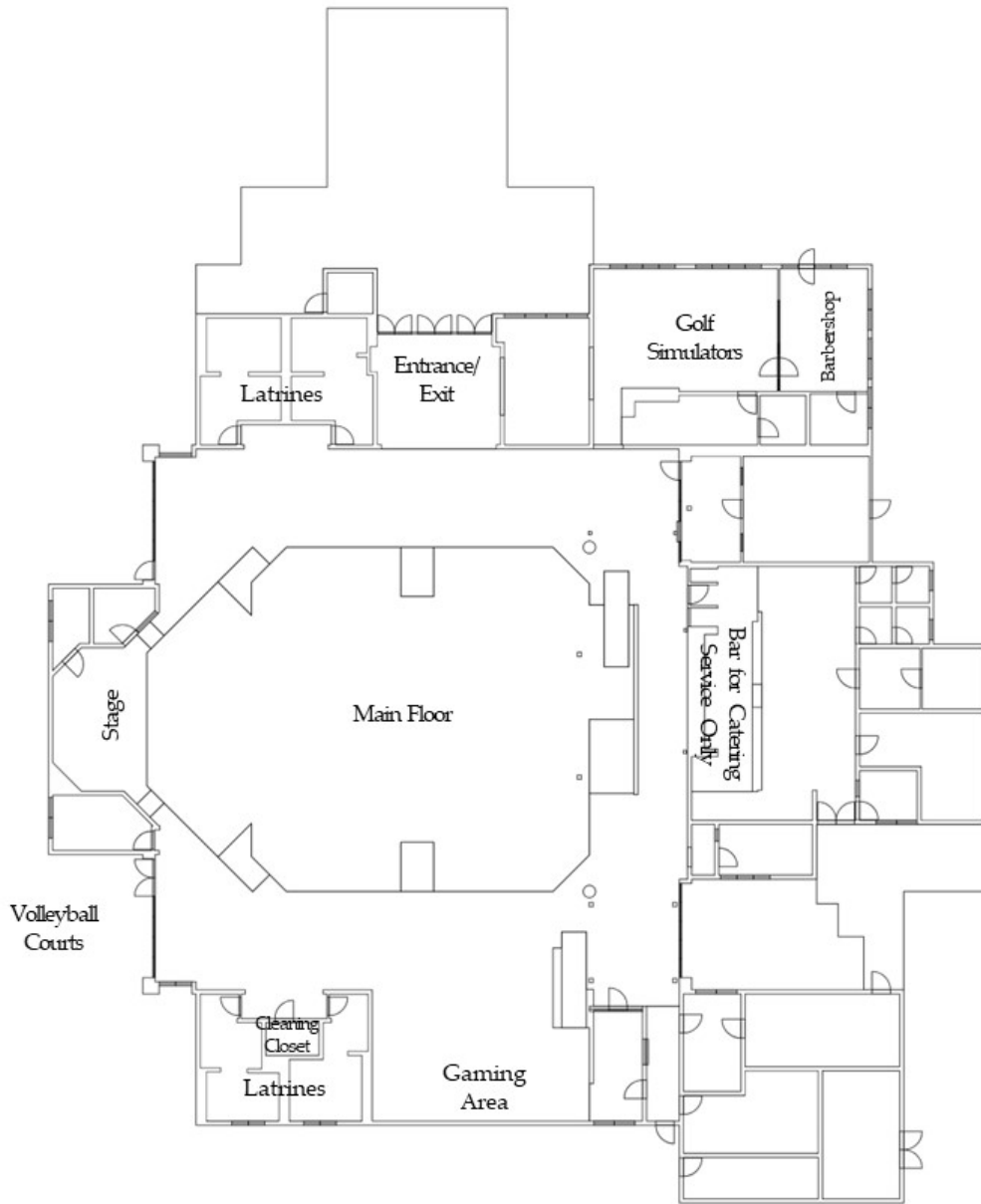
Tropics Recreation Center  
1470 Foote Ave, Bldg 589  
Schofield Barracks, HI 96857

Please turn in completed form to the address above or email to:  
[usarmy.schofield.id-pacific.list.tropics-recreation-center@army.mil](mailto:usarmy.schofield.id-pacific.list.tropics-recreation-center@army.mil)



# Facility Reservation Form

Schofield Barracks Military Reservation 589 Floor 01



## OFFICE STAFF

Approved By _____	Signature _____	Date _____
Date Reservation Was Made _____	Receipt # (if applicable) _____	Date of Payment _____

