

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: _____

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

- **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, 8 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 are available at a rate of \$75.00 per hour. Approval for reservations outside of operational hours is at managers discretion. Payments must be received within seventy-two (72) hours after confirmation. Credit/Debit card only.**
- NO HOLDS on reservation dates.
- No outside alcohol allowed per AR215-1: 10-2
- 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/mopped.
- Available upon request: Projector, Movie screen, HDMI, extension cords, Microphone with stand, PA System to include (2) stands with (2) JBL speakers.
- A \$150.00 custodial fee will be assessed if POC does not return area to original condition post-event as indicated above. POC must clear and complete a final walk-through with a Tropics Staff Member before departing facility. POC is responsible for providing their own cleaning supplies (i.e. trash bags, wipes, etc).
- Minors 12 and under must be accompanied by an adult at all times.
- Individual meals or potlucks are permitted.
- NO PETS ALLOWED, service animals are welcome. 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

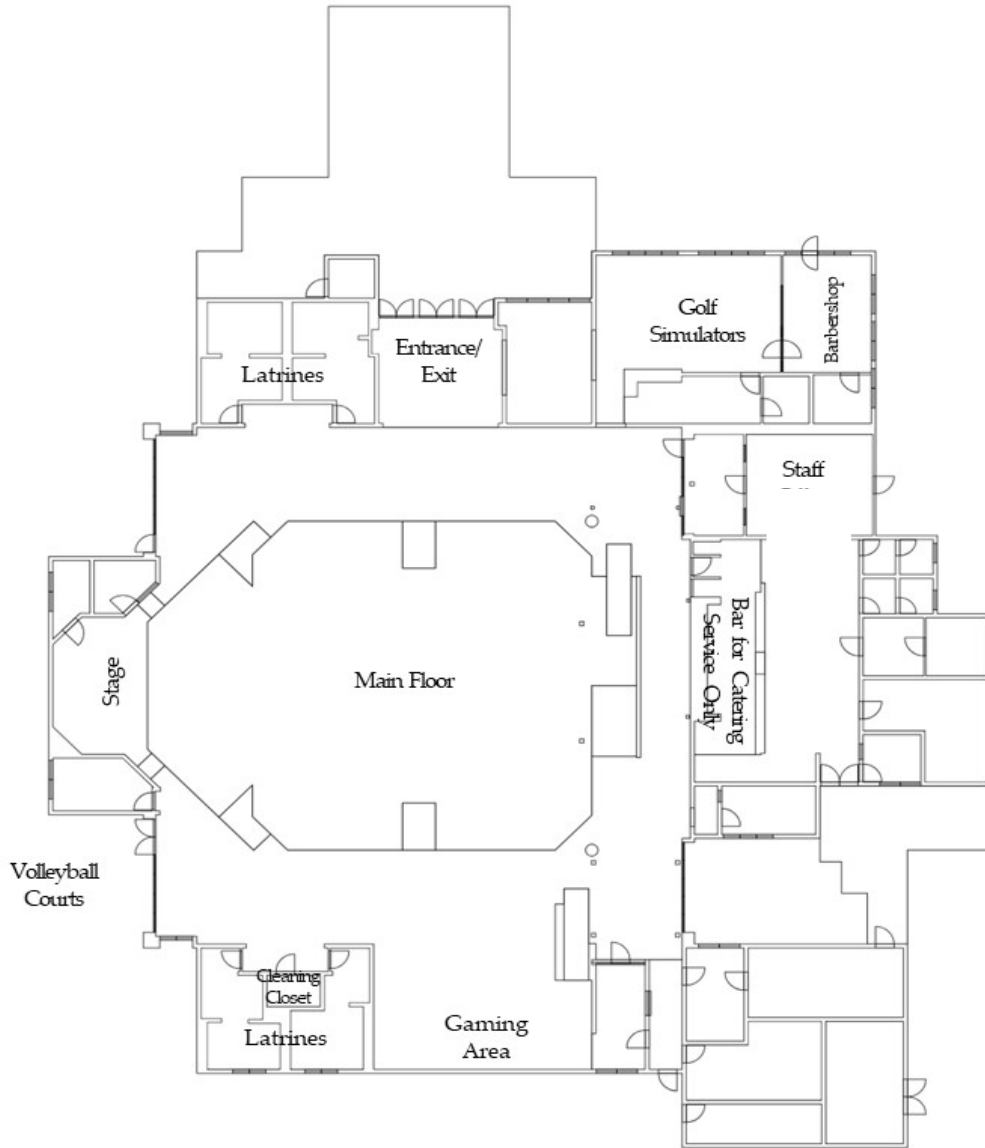
Please turn in completed form to the address above or email to:

usarmy.schofield.imcom.mbx.tropics-recreation@army.mil



Facility Reservation Form

Schofield Barracks Military Reservation 589 Floor 01



OFFICE STAFF

Approved By _____

Signature _____

Date Approved _____

Receipt Number (If Applicable) _____

Staff Accepting Payment _____

Date of Payment _____

Manager Approval (If Applicable) _____

Signature _____

Staff Working Event _____

