COMMUNITY COMMONS
ROOM RESERVATION REQUEST continued

To reserve a room, you must complete and submit this request form to the Community Commons Center at 56fss.fswp.communitycommons@us.af.mil.
The Community Commons Center is located at Building 700 on 14037 W. Phantom, Phone: 856-7152 (2459).

1. Room Area Requested:  
   - [ ] Blitz Lounge (maximum occupancy 70)  
   - [ ] Blitz Game Room (maximum occupancy 130)  
   - [ ] Blitz Lounge and Game Room (maximum occupancy 200)  
   - [ ] Meeting Room #118 (maximum occupancy 30)  
   - [ ] Meeting Room #206 (maximum occupancy 20)

2. Requestor's Name: ____________________________
3. Organization: ____________________________
4. Duty/Home Phone: ____________________________ Cell Phone: ____________________________
5. Email Address: ____________________________
6. Date(s) Needed: ____________________________
7. Time(s): ____________________________
8. Event: ____________________________ Number of People: ____________________________

9. Do you require any of the listed equipment?  
   - [ ] P.A. System  
   - [ ] Podium  
   - [ ] Desk Top Projector  
   - [ ] Computer (Note: Shall be provided by the requesting patron)  
   - [ ] VCR/DVD Player  
   - [ ] Long Tables (Qty) _______  
   - [ ] Chairs (Qty) _______  
   - [ ] Other _______

10. Food and Beverages: Blitz Lounge is the only FSS food service facility that allows outside food for potluck events; however, no beverages can be brought into the facility. If you allow alcohol and/or non-alcoholic drinks to be sold at your event, it must be purchased and served by a Community Commons employee; alcohol must be consumed on the premises. Please add the request for a bartender if you want the bar open during your event (extra fee may be applicable).

11. Responsibility: All Users of the rooms are responsible for assuring that the procedures listed below are followed and adhered to at all times:
   - Requestor is responsible for ALL set up, clean up and return of the room arrangement. Cleaning deposit for Blitz Lounge of $25.00 is required upon confirmation of reservation – deposits will be refunded upon completion of inspection by management.
   - Requestor assumes full responsibility for all individuals attending their specific activity.
   - Requestor is responsible for any/all damages to areas used.
   - Requestor is responsible for checking in with staff before and after their activity, providing a record of total attendance.
   - Requestor is responsible for following any/all safety rules and regulations.
   - Requestor is responsible for providing all equip/products, i.e., tablecloths, utensils, etc for event.
   - A usage fee per room will be charged to individuals and/or activities for their event. Fees are: Meeting Room is $8.00 per hr / Blitz Lounge is $25 per hr / Blitz Game Room is $10 per hr / Blitz Lounge and Game Room is $30.00 per hr.

   Charge for this event is $__________.

12. By signing and dating below, I agree that I have read and understand the preceding information and know that I am fully responsible for use and operation of the room(s) reserved for my function.

Requestor's Signature: ____________________________ Date: __________
Staff Member: ____________________________ Date: __________

After Hours POC Information
Community Commons Director: Alexis Merritt Office: 856-7152 Cell: (715) 505-0119

Revised 08/2018
COMMUNITY COMMONS
ROOM RESERVATION REQUEST continued

COMMUNITY CENTER TERMS AND CONDITIONS

- In making this reservation, I fully understand that I am responsible for the set-up and clean-up of the utilized space.
- I understand that due to mission requirements, reservations are subject to cancellation and, if cancelled, I am due a complete refund of any fees or deposits.
- Children under the age of 16 must be under the direct supervision of an adult.
- Events requiring media items such as laptop computers, projectors, etc. must be provided by REQUESTOR.
- I will abide by all building rules and will be financially responsible for any damages to the facility.
- All equipment must be checked out with employees working your event and the appropriate paperwork filled out.
- I understand off-base financial institutions are not permitted to distribute competitive financial literature or forms on the installation.
- I understand Academic Institutes without an MOU may not engage in personal solicitations or display competitive literature on the installation without the express written permission of the installation commander.
- I understand I may have the opportunity to purchase space in FSS media to advertise my function through by contacting Marketing at 623-856-3245.
- If this event is being promoted, I understand Marketing must provide oversight with regard to ad specs, percentage of messaging, approval of all ad content to include disclaimers prior to promotion.

ALCOHOL TERMS AND CONDITIONS

- The legal ages for possession, serving and consuming alcoholic beverages is 21. The requesting organization or individual is responsible to ensure this requirement is met.
- Only beverages served by Blitz’s Lounge or Club 56 are authorized in this facility. Individuals may not bring private beverages into the facility for consumption unless approved in advance by the base commander.
- All alcoholic beverages purchased in the Community Commons (Blitz’s Lounge) must stay within the Community Commons grounds. (Game room, lobby, Blitz’s lounge, Front Patio, Airman’s Patio)
- I understand the provisions for the Dram Shop Theory as follows:
  - This theory deals with legal liability created by law or court decision, which imposes on the server and/or responsible person (that individual who is responsible for the function) of alcoholic beverages, the duty to refuse to serve alcoholic beverage to a person who reaches or appears to be reaching the point of intoxication. The server, or responsible person will be held liable for damages when alcoholic beverages continues to be served to such person(s) who are not in control of their faculties and in violation of this policy.

Signature of Responsible Party: _______________________________ Date: ________________

After Hours POC Information
Community Commons Director: Alexis Merritt Office: 856-7152 Cell: (715) 505-0119