ROBINS AFB FSS FACILITY USE REQUEST FORM

Event Date:

_____

Event Name:

_____

Location (check one):

☐ Luna Lodge ☐ Robins Park ☐ Gator Park ☐ Base Movie Theather

☐ Water's Edge ☐ FamCamp Club House ☐ Heritage Pool Party

Booking TimeFrame :

Starting Date:_____ Ending Date:_____

Number of attendees requested _____

Event Start Time: _____
End Time: _____

Point of Contact:

_____

Email:

_____

Phone: _____ Organization: _____

2nd Point of Contact:

_____

Email:

_____

Phone: _____ 2nd Phone: _____

Comments/Needs:

_____
_____
_____

ODR FACILITY SERVICE & SUPPORT POLICIES

Thank you for choosing the Robins ODR Facility Event site for your special event. We are pleased to offer our services for business meetings, banquets, receptions, and other events. Please note that such activities may not interfere with the normal public operation and are subject to the policies and procedures listed below. The Robins AFB ODR buildings are Federal public facilities and ***cannot be closed to the public during normal operating hours****. As a Federal Facility, the Robins AFB ODR has the right to close a facility(s) at any time for a superseding federal need. If this should occur, a refund will be provided by the Robins AFB ODR for its services. The Robins AFB ODR is not liable for any loss, theft, or vandalism that occurs during the Host's use of the facility. We look forward to working with you on your event.*

Event Times

Available event hours are 8:00 a.m. to 8:00 p.m. **Events, to include clean-up, must conclude before 8:00p.m. After Hours Events must have special approval and are subject to additional after hours fees.**

Confirmation

A contract signed by the Host and a deposit of one hundred percent (100%) of the service charge are required to confirm your date. Until the one hundred percent (100%) deposit and signedcontract are received, the event is not confirmed.

Payment

Credit cards, checks, or cash are acceptable methods of payment. Once payment is received, a receipt will be emailed to you for your records.

Damages

Any additional charges or damages incurred during the event will be billed to the Host followingthe event.

Cancellation Policy

If cancellation occurs the deposit will be returned to the Host minus a 15% non-refundable event service administrative charge. The Robins AFB ODR and 78th FSS shall have the right to cancel any event where a superseding federal requirement arises. If such a requirement arises, the Robins AFB ODR will attempt to reschedule the event or if the event cannot be rescheduled, refund the deposit. The Host shall not assign or sub-lease any terms, conditions, or services in this contract or any interest therein without prior express written approval of the Robins AFB ODR of the Host's written request.

Clean up

All food and beverage trash should be collected and removed by the host immediately at the close of the event. In the case of excessive trash inside the Facility or in Facility outdoor areas, **a $100.00 clean-up service fee will be charged to the Host.** No items may be stored overnight**.** All decorations and other items not immediately removed by the Host will be regarded as trash and disposed of. When using bare tables, table tops must be wiped down and cleaned.The Robins AFB ODR is not responsible for lost items.

Alcoholic Beverages/Tobacco

Absolutely NO alcoholic beverages are permitted inside the Robins AFB ODR or on Robins AFB ODR grounds orthe Robins AFB ODR parking lot areas during daily operating hours (8:00 a.m. to 8:00 p.m.). Waiver to this policy must be obtained through Robins AFB ODR management for any events.

The use of tobacco products, to include electronic cigarettes, is NOT allowed inside the Robins AFB ODR or within 100 feet of any building. Smoking is only permitted outside in designatedsmoking areas, and cigarettes are to be disposed of in the proper receptacles.

Decorations/Signage

The Host shall not use items, or decorations/signage that contains glitter, confetti, beads, pearls, sparkling sand, streamers, bubbles, and fog machines in the Robins AFB ODR Facility. Use of these items will incur a $200.00 Clean up Fee separate from event fees and rental fees.

No open-flame candles are permitted.

The use of tape, wire, staples, tacks, glue, nails, or any similar item is prohibited. In no circumstances may any item(s) be attached to ANY wall, display, or any other surface.Event-related banners may only be hung with prior approval from the Robins AFB ODR office.

The Robins AFB ODR does not provide decorations or decorative services (backdrops, etc.). The Host agrees that any required special furniture or equipment is the Hosts' responsibility.

Noise

The Host shall maintain a noise level respectful of Robins AFB ODR FAcility visitors and other event guests. The Robins AFB ODR reserves the right to limit noise levels or, if required, prohibit certain noise activities.

Equipment/Supplies

The Robins AFB ODR will provide the services and equipment described in this contract on the event date noted below during the times agreed to below. All other services, event equipment, and any other event requirements, not mentioned in this contract, are the responsibility of the Host. The Robins AFB ODR will provide access to tables and chairs for events as requested. Linens must be requested and are available on a first come first served basis for a fee. Special furniture or equipment is t he Hosts' responsibility. The Host shall provide its own dollies, carts, etc., for loading and unloading.

The Robins AFB ODR do not staff support for audio visual. The Robins AFB ODR does not supply extension cords, power strips or batteries. Please prepare to bring these items, if needed.

Rules for Use (Initial Each Box:

_____ **1. Eligibility:** The above requester has reserved an MWR ODR facility for recreational use. Reservations for the facility can only made by active duty and retired military, reservists and DoD civilians 18 years of age or over.

_____ **2. Upkeep/Maintenance:** The above named individual is responsible for ensuring that the facility and surrounding grounds are cle and all trash is placed in a dumpster. Items that will be checked after use are:

a. Floors no spills and food
b. Tables washed down
c. No cigarette butts on the ground
d. All trash cans emptied
e. Bathrooms neat and orderly
f. Trash bags placed in dumpster

_____ **4. Usage Fee:** There is a **$44.00** to **$**158.00 Daily Use Fee depending on facility.

_____ **5. RSVP Requirement:** Full payment is required at the time the reservation is made. ODR may accept a cancellation and refun RIOR to your scheduled event. *A refund may be given at the rate you paid (i.e.$44) minus 15% wed back (i.e. 36.80).* If your original event date is changed at any time for a different day in request 31 CALENDAR DAYS P th *3.52) – resulting in the amount o* be based on the original event date. future, then the 31 day notice will

_____ **6. Key Pick up:** Keys may be picked up at the Equipment Rental Center, Building 984, **the day of the function**. Anyone found in violation of this will be charged an **additional $44 usage fee.** The user will be assessed **a $50 fee if the key is lost.** If you fail to pick up your key, you will not be entitled to a refund for that reason. **Key must be returned NLT COB next business day.**

_____ **7. Parking:** Patrons are reminded of the **NO PARKING ON THE GRASS** regulation enforced on base.

I have read the above contract and agree to policies and procedures.

_____ I acknowledge that I am aware that the Robins AFB ODR will be open to visitors dailyfrom 8:00 a.m. – 8:00 p.m. and that buildings may not be closed for my event.

_____ I acknowledge that if I do not vacate rented space by 8:00 p.m., I will be charged the after-hours rate for my event.

_____ I acknowledge that if excess trash is left inside of the Robins AFB ODR Facility or in Robins AFB ODR outdoorAreas due to my event, a $100.00 clean-up service fee will be charged to me.

_____ I acknowledge that Robins AFB ODR does not provide staffing to operate equipment during events.

Please sign:

Signature:_____Date: _____

Printed Name: _____

Organization:_____Phone #1:_____Phone #2_____