

**417TH BASE SUPPORT BATTALION
COMMUNITY CENTER (RED BARON)
USAGE AGREEMENT
As of 11 August 2004**

PRINT LEGIBLY

Name/Rank/Grade: _____ Phone Number: _____

Unit/Address: _____

Purpose of Use: _____

Area(s) needed: _____

Requested Date(s) of Use: _____ FROM: TO _____

Expected Attendance _____ *Key will be picked up Key will be returned _____ / _____

*Keys may need to be picked up by 1300 Hours Friday for weekend activities. Unless other arrangements have been made, all keys need to be returned immediately following the completion of your event or, for after hours activities keys must be returned the following day or if a weekend, the following Monday

RESERVATION PROCESS

1. Call AST Giebelstadt at 352-7333 or 7494 or 7653 to make your reservation.
2. Complete User Request form. (Electronic submission is acceptable).
3. Call and confirm your dates and times.
4. There is **NO FEE** for use of the, kitchen, ballroom or patio areas for your event.

EVENT PROCESS

1. *Inspect the facility before your event begins and report any concerns to the AST office right away. If the office is closed, (weekends and evenings) ensure you write down any discrepancies and report them as soon as possible.
2. Upon completion of your event ensure you collect all your equipment and replace any items that were altered to accommodate your event.
3. There is no cleaning team for this facility. Each organization is responsible for cleaning up after them.
4. Check all rooms.
5. Secure doors and windows.
6. Turn in Key to the AST office, or after duty hours, leave in drop box outside entrance to facility.

**417TH BASE SUPPORT BATTALION
COMMUNITY CENTER (RED BARON)
USAGE AGREEMENT
As of 11 August 2004**

FOOD - REFRESHMENTS

1. Patrons may choose to bring their own food, or contract their own caterer, (Thunder Ally Bowling Center has a list of recommended catering companies in the area).
2. The BSB Commander must approve any use/serving of alcoholic beverages prior to date of event
3. Please be aware that private catering companies have their own cancellation policies.
4. The AST **does not** have a supply of linens, (Linen can be obtain from the Giebelstadt DFAC), cutlery, utensils, dishes (We have a stock of 100 each for use – Must be cleaned and put away after use) We also do not have any special service staff such as a bartenders or waiters. You will need to bring your additional items with you or make arrangement with a caterer.

READ CAREFULLY BEFORE SIGNING

FIRE DEPARTMENT REQUIREMENTS

NOTE: THE REGIMENTAL ROOM HAS A STANDARD DOOR WITH AN OUTSIDE GRATE THAT MUST BE OPENED BEFORE USE, ADDITIONALLY, PATIO DOOR AND GRATE MUST BE UNLOCKED AND AVAILABLE FOR EMERGENCY EXIT.

- I the undersigned agree to keep this facility and any equipment in my custody and will not assign or sublease it to any other person, and that I will ensure the facility is clean in-side and out and return all items to their original locations. All trash will be removed and taken to the S.O.R.T yard. Building will be secured and all doors locked to include security grates. Light's will be turned off and out side lights turned on (during evening sessions)
- That I shall return Community Center (Red Baron) keys and all items provided by them to perform the services required by this contract in conditions equal to when it was provided, fair wear and tear excepted.
- I shall safeguard all Government Property assigned to the Community Center for the time specified on this agreement.
- * I fully understand that I will be held financially liable and suffer the expense of replacing keys or lock(s) key operated in the event of a lost or misused key, and any missing Government property

Keys assigned set # _____ total of 8 keys

Print Name / Rank _____ Signature _____ Date _____

Unit: _____ Telephone Number(s) _____

Unit Commanders Name / Rank _____

Telephone Number _____

**417TH BASE SUPPORT BATTALION
COMMUNITY CENTER (RED BARON)
USAGE AGREEMENT
As of 11 August 2004**
