

Ramstein Community Center Room Reservation Request Building 411 & 412 * 480-6600 or 480-7187



			Date of Activity:	
me In:	Time Out:	*No early entry authorized ot	her than paid time frame	# of Guests
onsoring Unit:		Primary POCName	e:	
imary Contact #:		Primary Contact e	-mail:	
condary Phone #:	Secondary e-mail:			
3 412 Multi-Purpo	se Room Both Sides (approx. 140-180 guest	s) 412 Multi-Purpose Roo	m Front Side (approx. 20-40 guests)
•	se Room Back Side (approx. 60-80 guests)			Class Room 1 (app
FICIAL FUNCTIONS	ONLY: Projector/Screen] Smartboard 🔲 USA/Ge	erman Flags 🔲 412 Class Ro	oom 2 <i>(approx. 13</i>
	Please Read and Initial the below instru	ctions and provisions in agreeme	ent with the terms	
Provisions: Ro	ooms may be reserved for the curren			n availability, e
reason and ty	pe of activity. Due to the nature of o	our business, Community Ce	nter programs and Force Sup	port functions
priority. Other	r recreation and leisure type function	ns, official meetings and cor	nferences may be booked on	a first come, fi
basis. For Off	icial Functions: pre-approval is requ	ired by Community Center	Director.	
Cost: Room re	eservation prices vary. See below for	details.		
	DOOM4	FFFC	DEBOSIT	
ļ	ROOM	FEES	DEPOSIT (PERUNDARIE)*	
	MPR 412 (both sides)	\$30/hr	(REFUNDABLE)* \$25	
	MPR 412 (one side)	\$25/hr	\$25	
		**************************************	2.*C*C-A0	
	CR 1	\$25/hr	\$25	
	CR 2	\$25/hr	\$25	
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forfeiture of the security deposit and denial of future use.

<u>Supplemental Equipment:</u> Any required equipment such as transformers or extension cords must be provided by the requesting party - it will NOT be provided by Ramstein Community Center.
Fundraising/Admissions Charge: Fundraising Events. Force Support activities can sponsor fundraising events and project for the benefit of base personnel and their family members. These fundraising events cannot benefit non-Federal entities, private individuals or installation-recognized private organizations, even if the Force Support nonappropriated fund instrumentalities share in the proceeds. Reference AFI 34-101. Installation-recognized private organizations, per AFI 36-3101 and AFI 34-223, may use Force Support facilities, with installation commander authorization in writing ahead of time, for fundraising events on an occasional basis. Occasional is defined as not more frequently as three times a quarter. Gambling is STRICTLY prohibited! AFI 34-109: Facility use by any group or organizations including food service must conform to Public Health requirements and local policy.
<u>Decorations</u> cannot be put up on walls, furniture, windows, ceiling, ceiling fans, lighting equipment, etc. We recommend decorating with balloons which can be purchased from MOMs Balloon and Gift Shops. Outside alcoholic beverages are strictly prohibited.
<u>Children</u> under 18 years of age must be supervised by an adult AT ALL TIMES!
Please sign and date below stating: I have read, understand and agree to comply to the above listed provision and rules.
Revised May 2022