

Kiddie Hawk Playground

Reservation Form

As of: June 2021

Please review event calendar at SJFSS.com or call us prior to completing form.
Website is available to members that have a Common Access Card (CAC) and can access a .mil website

Date of Function: _____ Name of Function: _____

Estimated Attendance: _____

Room(s) Reserved: Large Party Room Small Party Room

Party Times

Monday - Friday: 1000 - 1200 1230 - 1430 1500 - 1700

Saturday - Sunday: 1300 - 1500 1530 - 1730

Point Of Contact: _____

Email Address: _____

Cell #: _____ Duty #: _____ Squadron: _____

Office Symbol: _____

Room Fees and Deposits

Rental Fee: \$50.00 = Large Party Room \$40.00 = Small Party Room

Cleaning Deposit: \$25.00 x _____ = _____

Total: _____

Payment Method: Card Cash

Credit Card Number* _____ Exp: _____ Zip Code: _____

A Credit Card number is required for unofficial functions at the time of reservation

Turn form over for additional information

For Official Use Only (FOUO)

Please read carefully and initial alongside each item.

- _____ Event POC is responsible for all set-up, tear-down, and facility/equipment clean up associated with the event. **We will call you back if the room(s) have not been left the way they were found.** In the event that we have to call you back you **WILL NOT** receive your deposit back.
- _____ Event POC is responsible for ensuring base access for all personnel without a military I.D. (function attendees and catering personnel) (Visitors Center 722-1343).
- _____ Alcoholic beverages, glitter, confetti, and candles with flames are NOT to be used on the premises.
- _____ The Kiddie Hawk Playground Equipment will still be open for public use. You are **ONLY** renting the party room.
- _____ Event POC will be held liable for any damage done to the facility and/or repairs or replacement of any damages done to the facility or its contents during their occupancy. Customers are also **NOT** to move the furniture out of the party room.
- _____ When applicable, event POC acknowledges receipt of keys for the facility, and acknowledges assumption of responsibility for facility condition and security if event start/stop time is outside facility operating hours. Keys should be signed out from the Community Center admin office @ Eagles Landing **between 0800-1200 the duty day prior to the event.**
- _____ Official functions have priority and private functions may be cancelled or rescheduled due to conflict.
- _____ The Kiddie Hawk Playground equipment is **ONLY** to be utilized by those aged 12 and under.
- _____ Event POC will receive a cleaning checklist on the day they sign out a key. I acknowledge the facility **WILL** be cleaned to the specifications outlined in the checklist by the end time stated above or the deposit will **NOT** be returned.
- _____ Party times include setup & teardown. You cannot setup early and you must be out of the party room by the end of your time slot.
- _____ Guests **ARE NOT** allowed to tape/tack/nail or post anything to the walls, doors or ceilings inside or outside. Doing so will result in forfeiture of your deposit and fees to cover the cost of any/all damages. Removable wall-safe tack putty may be used, but must be removed during event tear down.
- _____ I understand that I will lose my deposit if I do not request it within **ONE MONTH** from the date of my event.

As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract.

Event POC Signature

Employee Signature

**E-mail completed reservation form with payment to 4FSS.FSVC@us.af.mil
or drop off at Eagles Landing (1240 Andrews St.)**

Cleaning Checklist

IMMEDIATELY after your event, complete each item on this form. It **IS NOT** acceptable to delay cleaning until the following day. Use the provided cleaning solutions on serving surfaces, doors, windows, and floors. **DO NOT** leave crumbs, trash, tables, chairs, or cleaning items out. The facility should be left exactly how it was found, if not we will call you back to fix anything incorrect.

Notes:

* There is **NO** smoking within 50 feet of the building, sidewalks, or parking area. There is a designated smoking area.

COMPLETE

Floor swept and mopped (No crumbs, stains or spills)	_____
ALL trash containers emptied and cleaned.	_____
Garbage emptied into outside dumpster. (<i>Dumpster located behind building</i>)	_____
Tables & chairs wiped clean.	_____
Sink and countertops wiped clean.	_____
Doors and windows cleaned inside and out, free of prints or food.	_____
ALL decorations removed and furniture is returned to original spot.	_____
Turn off all lights.	_____
ALL cleaning supplies returned to sink cabinet with child proof lock.	_____
Double check that all doors are securely closed and locked.	_____

____ I understand that as the event POC I am responsible for the condition of the Kiddie Hawk Playground Party Room. I understand that the facility **MUST** be cleaned by the time I have listed on my reservation form. If **ANY** of the items above are not completed as noted, I understand that my deposit will **NOT** be returned. When renting the Kiddie Hawk party rooms I understand that the Kiddie Hawk Playground Party Room has been cleaned to the above standards.

Event POC _____ Event date _____

Please report any broken or damaged furniture to our CPPO Staff below.

Phone (919-722-8796)
