

OFFICIAL FUNCTION BUILDING RESERVATION REQUEST

Please complete the following request form to reserve an FSS building. Please note, this form is a request only; you will receive an email notifying you if the space is available or not.

POC NAME:	ORGANIZATION:
DAYTIME PHONE:	EVENING PHONE:
POC E-MAIL:	
DATE(S) REQUESTING:	TIME REQUESTED:
LENGTH OF TIME REQUESTED:	BUILDING REQUESTED:
FUNCTION PURPOSE:	

For the Base Theater, the FSS is unable to provide Comm/PA Support, but equipment is available for use. Will you need Comm/PA equipment? (Y or N): Yes NO

By submitting this request you are acknowledging you have read the rules and responsibilities of all building patrons:

- I assume full responsibility for the building and all contents inside the building during our use of the facility.
- I will ensure the building is left clean and all trash is removed/space is returned to original condition/configuration.
- I will ensure all equipment is left in a working condition. Any damaged or broken equipment will be reported to the ORC.
- I will ensure the facility is secured upon departure.
- I understand that our organization is required to follow all current COVID-19 protective guidance (i.e. physical distancing, PPE, etc.).
- I understand that failure to follow these guidelines may make me personally accountable for any damage/theft, as well as my organization losing building use privileges.

Please submit this form, with SUBJECT line "LOCATION – REQUEST – ORGANIZATION" to 628FSS.FSWO.ORC@US.AF.MIL. You will receive a confirmation within two (2) business days. If approved, building access keys will be picked up from Bldg 647 at the Outdoor Recreation Center.

*****FORMS NOT FULLY COMPLETED WILL NOT BE ACTIONED*****