

87FSS Community Center Operations Joint Base MDL

Tommy B's Community Center Reservation Agreement

Building 2705, East Arnold Ave.

Joint Base MDL, NJ 08641

(609) 754-2830

Email: 87fss.mcguire.cac@us.af.mil

Office Hours: Monday through Friday 8:00am to 4:30pm

Available rooms: **COTILLION COLONIAL STARLIFTER IMPERIAL**
LIBERTY TOMMY B's LOUNGE THE FIREHOUSE BASE THEATER

* Tommy B's Community Center Reservations: A/V support is VGA compatible.

* Base Theater Reservations: A/V support coordinated through the CAC/HDMI compatible.

Please Read Entire Agreement, make sure all highlighted Sections are filled out

Event Date:	Room(s)
Type of Event:	Catered Event (circle): Yes / No Catering POC:
Expected Number of Attendees:	Non-Catered Food Served: Yes / No
Set up Time:	End Time:
Start Time:	Return Time:
POC:	Alternate POC:
Unit/Squadron:	Unit/Squadron:
Office phone:	Office phone:
Cellphone:	Cellphone:
Email:	Email:

Catering Contact information : Aramark's Managers: Gerlich-Latanya@aramark.com Hald-Jaclyn@aramark.com

EVENT/MEETING REQUIREMENTS (include as much detail as possible):

***Please check in with Community Center staff
before setting up for event and after event cleanup is completed.**

COMMUNITY CENTER PROVIDED REQUIREMENTS:

Chairs	Tables (round)	(rectangular & size*)	Podium	Wingback
# _____	# _____	# _____	# _____	# _____

*Rectangular tables come in two sizes: 8ft. and 6ft.

State and Service flags are only available for official military functions conducted in Tommy B's Community Center.

Room reservations are first come, first serve, with the priority placed on Community Center and Military programs. **VERY IMPORTANT: Rooms are held tentatively for three (3) business days to allow the authorized patron (event POC) to complete the contract process. After three business days the room is released for other reservations. A \$35.00 hourly fee will be charged for event hours that are outside the normal Community Center operating hours with a one hour minimum of \$35. Kitchen access is not available. INITIAL _____**

Requestor is responsible for supplying all table covers, skirting, name plates, copies of paperwork, flags, flag stands, laptops, DVD's, CD's and all other equipment required for their function. NO GLITTER OR CONFETTI IS ALLOWED.

*** Important:**

Audio & Visual Support will be provided by the Event Requestor. Public Address Systems; mikes, speakers etc., must be coordinated with Ground Electronics who may provide a portable PA system if available. They can be reached by calling 609-754-2830. Microphones and cables associated with Community Center equipment (i.e. podiums) are not permitted to leave the facility and are to be signed out and returned to Community Center staff on the day of the event. The event POC will be held responsible for any unreturned equipment. DJ's must be self-sufficient; they are not authorized to utilize the facility's public address system. **INITIAL _____**

***The POC is responsible for complete room set-up and break-down, including cleaning/vacuuming reserved room(s) and disposing of any trash generated from the event.** POC may supply non-alcoholic beverages. All food items must be procured from an approved government inspected facility. Event POC must coordinate with the 87th Medical Group Public Health section at 609-754-9039, 609-754-9438 or 609-754-9573. This pertains to any food served, other than catered foods provided by the 87th Force Support Squadron activities. **INITIAL _____**

If you wish to have your event catered, Aramark is the contracted caterer for the installation. If catered, the requestor must establish a contract with the Catering Manager and all catering related questions and payments must be handled with them. If the event is not catered, it will be considered a potluck. This refers to patrons bringing in their own food; no outside catering is permitted. **INITIAL _____**

Alcohol can only be served by contracting through Aramark for bartending services. The Community Center complies with AFI 34-219, thus impacting all activities and functions held in the facility. The Alcohol Beverage Program states in paragraph 4.2 whereas "alcoholic beverages may be consumed on installation and other off-installation-related facilities or areas as designated in writing by the installation commander" and paragraph 4.4 whereas "when approving a request to serve and

consume alcoholic beverages in on-installation areas (not designated for this purpose) the installation commander should require the alcoholic beverages be sold and dispensed only by Force Support or AAFES activity.” **The Community Center also complies with paragraph 4.6 and paragraph 4.8.1 whereas “private organization cannot sell or serve alcoholic beverages on the installation” and “staff personnel must not allow individuals to bring personal supplies of alcoholic beverages into facility or on the grounds where activities sell or serve alcohol”, respectively.**

INITIAL _____

Private Organizations must provide all required fund raising documents prior to the proposed event with the final approval authority from the 87th Mission Group Commander (87 MSG/CC). The Community Center complies with Air Force Instructions – AFI-34-223, *Private Organizations (PO) Program*.

CANCELLATIONS or any changes to the event details stated above must be communicated to Tommy B’s Community Center immediately. Phone 609-754-2830 Email: 87fss.mcguire.cac@us.af.mil

Signature of event POC is required to confirm reservation and is responsible for full compliance of all policies stated above.

REQUESTOR’S SIGNATURE:

DATE: _____

COMMUNITY CENTER STAFF SIGNATURE:

DATE: _____

Additional Notes:

CONTACT INFORMATION

87th Force Support Squadron

TOMMY B'S COMMUNITY CENTER

Building 2705, East Arnold Ave.

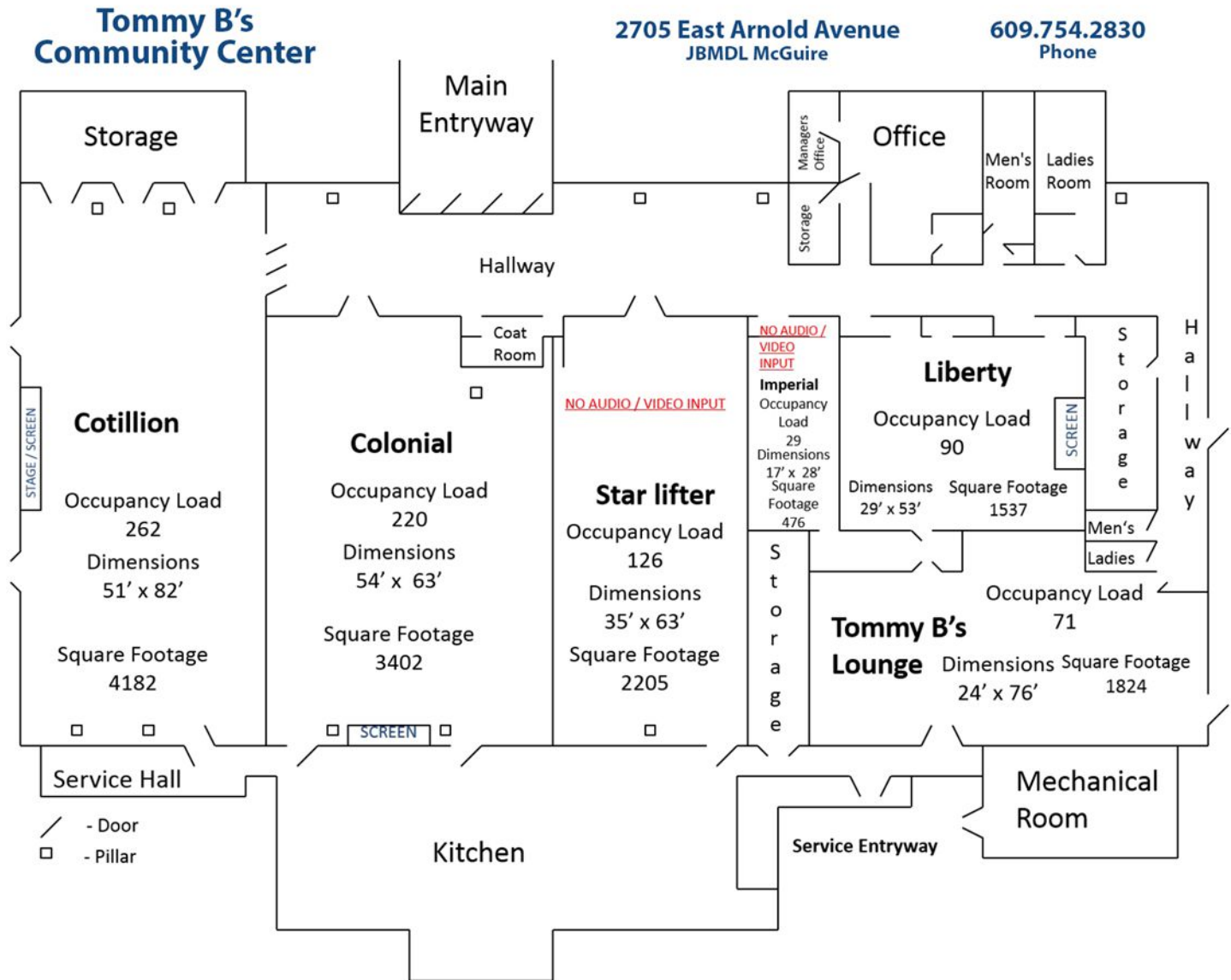
Joint Base MDL, NJ 08641

Hours of Operation

- Monday - Friday: 0800 – 1630
- Note:** Anything before or after the above hours is considered outside hours of operation and a \$35.00 per hour fee would be initiated.

Name	Phone #	Email Address	Notes
Reservation Org Box		87fss.mcguire.cac@us.af.mil	Please use for reservation communication
Krystal Martinez - Cancel	609-754- 1484	krystal.martinez-cancel@us.af.mil	Manager <i>Tommy B's, Base Theater, The FireHouse Rec Center</i>
Nikki Allen	609-316- 6829	Nicole.Allen.17@us.af.mil	Director 87 th FSS Community Programs

Tommy B's Facility Layout



IMPORTANT REMINDERS:

***Room(s) MUST BE returned to Original Condition after use.**

***All Center equipment is available for use in Tommy B's ONLY. Outside use not permitted.**

***NO SCOTCH TAPE, PUSH PINS OR NAILS ARE TO BE USED TO HANG ITEMS ON THE WALLS.**

***NO GLITTER NOR CONFETTI IS PERMITTED.**

***NO BYOB; ALCOHOL MUST BE CONTRACTED THROUGH ARAMARK.**