**CADET LODGE**

**RESERVATION REQUEST**

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| **Date of Event Requested:** **10 December 15** | **Time In for Set Up:** **1600** | **Time Out for Clean Up:****2100** |
| **Start Time Event:****1730** | **End Time of Event:****2000** | **Name of Caterer:****Texas Roadhouse (tentative)**  |

**Seating Capacity 190**

**Type of Activity: Holiday Combat Dining In Cadet Functions: see provision 7**

**Sponsoring Unit: USAFA**

**Primary POC: Major Andy Allen Alternate POC: Jordan Glover**

**Primary POC Phone: (719) 333-4569 Alternate POC phone: (706) 248-0918**

**Email(s):** **andy.allen@usafa.edu****c17jordan.glover@usafa.edu**

**Distinguished Visitors to be expected? Yes/No**

**DVs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please read and initial each provision:**

1. \_\_\_\_\_**Usage Fees**. Official USAFA meetings, training sessions and official functions (retirement and promotion ceremonies), cadet squadron functions will not be charged a facility usage fee.
2. ***­­­*\_\_\_\_\_Unofficial functions (private or office parties, wedding receptions, etc.) are charged** $35/hour or $300/day for the use of all Arnold Hall facilities. Write out checks to: “Cadet Activities”. Time begins when you open the Lodge to the time you lock it up. This includes set-up time and clean-up time.
3. \_\_\_\_\_**Cleaning Deposit**. A refundable cleaning/security deposit of $150, in the form of a paper check, is required and is due when the paperwork to reserve the Cadet Lodge is handed into the Cadet Activities Office. Write out checks to: “Cadet Activities”. A facility cleaning check-list will be provided when the check is handed in. The deposit will be given back after the key and check list are returned to Cadet Activities and the facility is inspected. **If the Lodge is not cleaned, windows closed, doors locked, trash in the bear proof dumpster and secured, your $150 cleaning deposit will not be returned.**
4. \_\_\_\_\_**Authorized Users.** Arnold Hall is a 10th Force Support Squadron facility; private functions/non-military functions must have an authorized military sponsor (active duty, reserve, DOD civilian, or retiree)who is the POC present during the event and responsible for the event.
5. \_\_\_\_\_ **Guests.** If your event includes non-DOD members *and* your event is after visiting hours, you must provide an Entry Authorization List (EAL) for all non DOD civilians who will be attending to Security Forces not later than 72 hours prior to the event being held. (A sample copy is available from our office.) All non-military visitors must use the North Gate Entrance. Visiting hours—0900-1700 (subject to change without notice.) When you hand in the EAL to the Security Forces ask about the Gate times.
6. \_\_\_\_\_ **Key to the Lodge.** The key to the Cadet Lodge is signed out the day before the event. All the paperwork, the Cleaning Deposit and the eSSS (military and cadet functions) for permission to serve alcohol must be on file before the key is issued. The POC of the event must pick up/sign-out a key to the lodge. The POC of the event is responsible for the facility, clean-up and lock-up.
* **Outside Charcoal Grills: Follow the instructions on the Cleaning Check List on how to dispose of used coals.**
* **Trash: Use the bear proof dumpster provided just east of the Lodge. Make sure the lid is secure. Do not leave any trash out on the ground next to the dumpster.**
* **If the dumpster is full please pack your trash out**.
1. ***\_\_\_\_\_*Cadet Functions.** All paper work and deposits must be filled out by AMTs, AOCs, OICs, active duty, reserve, DOD civilian or a retiree **who also must be present at all times during the event and responsible for the Cadet Event**

\*\* Cadets are not allowed to reserve any Arnold Hall Facility/Cadet Lodge

1. \_\_\_\_\_**Alcohol Requests for the Cadet Lodge.** All official military and cadet functions which would like to serve alcohol atthe Cadet Lodge must obtain permission by the10 MSG/CC Office. A sample of this eSSS routing package is available through theCadet Activities Office.

**It is the responsibility of the POC for creating and routing the request.**

**A minimum of 15 business days is required to route the paperwork.**

\*\* Private unofficial events, i.e. wedding receptions, birthday parties do not need an eSSS.

1. Cadet Lodge is a Self-Service Facility
* **Arnold Hall Facilities including the Cadet Lodge only provide a space for your function which includes tables and chairs**
* **All functions are responsible for providing own table service ware, punch bowls, utensils, plastic ware, punch cups, napkins and linens, ceremonial flags**
* **All functions are responsible for setting up and tear down of tables, stages, chairs, clean-up, washing off tables, trash removal, vacuuming carpets, and policing of the facility**.
* **All functions are responsible for arranging their own audio visual requirements.**
* **Please give your party plenty of time for setup and cleaning of the facilities.**
* **All government buildings are non-smoking facilities, please smoke only in designated areas and use appropriate receptacles.**
1. \_\_\_\_\_The Cadet Lodge is located west of the Cadet Area.

It is accessed by a dirt road which can be problematic at best in inclement weather.

1. \_\_\_\_\_\_ Pool Table, do not move. It is professionally leveled.

If it is moved the deposit of $150 will be forfeited.

1. \_\_\_\_\_\_Overnight stays are not permitted.
2. \_\_\_\_\_\_There is no air conditioning available
3. \_\_\_\_\_ Parking is at a premium
4. \_\_\_\_\_Air Force Regulations state that facilities may not be used for money-making programs. Funds may not be collected; admission cannot be charged without official NAF contracts signed by NAFFMB and the Arnold Hall Director. Gambling is not permitted.
5. \_\_\_\_\_ Provide an itinerary/outline for your event when you hand in this reservation request.

*Arnold Hall Staff is not responsible for unsecured items left by guests*

*It is recommended that you keep a copy of this reservation*

**I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND RULES:**

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*Signature Date*