

ARNOLD HALL COMMUNITY CENTER
 1560 Stewart Street, bldg. 5506, Lackland AFB, TX 78236
 Phone: (210) 671-2619/2352 DSN: 473-2619/2352
Facility Reservation Form

Type of Event: _____ Date of Event: _____

Organization: _____ Estimated Number of Participants: _____

Time (set-up): _____ Event Start: _____ Event End: _____

POC Name: _____ Email: _____

Phone Number: _____ First Sergeant Name: _____

First Sergeant Email: _____ First Sergeant Phone Number: _____

Room Required:

Ballroom

Conference Room

Bob Hope Theater

Amphitheater

Items Required for Reservation

Podium/Microphone:	YES	NO
Projection Screen:	YES	NO
Punch Set-up \$30 (80 servings)	YES	NO
Coffee Set-up \$25 (80 servings)	YES	NO
Water Set-up \$5	YES	NO
Bar (requires \$150 in sales)	YES	NO
Set-up for \$100	YES	NO
Clean-up for \$150-\$200	YES	NO

Number of Chairs: _____

36" Square tables: _____ Linens, \$3.50ea: YES or NO Color: BLACK or WHITE

8ft tables: _____ Linens, \$4.00ea: YES or NO Color: BLACK or WHITE

6ft Round tables: _____ Linens, \$4.50ea: YES or NO Color: BLACK or WHITE

*If linens are not requested 2 weeks in advance, we cannot guarantee that we will have what you need on the day of your event.

Other Notes: _____

Note: If the using organization does their own set up and clean up, the person booking the room will be responsible for ensuring that the room is left in the same condition as it was found. Organization must provide their own extension cords and laptop computer. Glitter IS NOT allowed, table confetti must be 1/2 inch or larger, no thumb tacks or tape on the wall. Please understand that mission requirements have priority and could cause your function to be moved or changed.

I, _____ understand that "NO OUTSIDE DRINKS" are allowed into either facility. They must be purchased from Arnold Hall. I also understand that if I need to cancel my reservation, I will notify the Arnold Hall staff as soon as possible. No shows will result in an email going to my First Sergeant.

SIGNATURE _____

DATE _____

ACCEPTED & CONFIRMED BY _____

DATE _____