

Swabian Community Activity Center Reservation Agreement

Patch Barracks, Bldg. 2505

CIV: 09641-596-3516/9013 DSN: 596-3516/9013



Please list your event information. Dates and times of event must include the set-up and tear-down time.

Date of Event (MM/DD/YY) _____ - _____ Time of Event _____

Name of Event _____

POC _____ Phone _____

Email _____ # of Guests _____

Org/Unit & Address _____

VIPs attending _____

Event Details _____

Lobby, fireplace room, Abrams room and bathrooms are common access areas and may not be reserved.

Room(s) Request:

Seating Style:

Equipment Request (QTY):

Table Linen/cover:

Rectangle - \$8 each

Round - \$12 each

Cocktail - \$8 each

Projector - Screen (1), \$40

Sound - Microphone - Podium (1), \$60

8' Tables - additional cost pending requirements

Chairs - additional cost pending requirements

*For more than one selection, use CTRL Button

NOTES/ADDITIONAL INFORMATION:

Initial in the space below to demonstrate understanding and consent with the below statements. Reservations will not be made without acknowledgment of the below statements.

_____ Prices will vary depending on setup, teardown, and clean up.

_____ Glitter/Confetti (incl. inside the balloons) is forbidden - \$250 Cleaning Cost

_____ I understand all reservations are subject to cancellation by DFMWR for various reasons, including Mission/Command functions and inclement weather.

_____ Cancellations must be made in writing. If an event is canceled 15 days prior, a full refund will be given. If an event is cancelled less than 15 days, before the event, 100% room rental fees will be forfeited.

_____ I have read and agree to all the terms and conditions in the SCAC Usage and Reservation Policy located on back of this paper.

POC Signature _____ Today's Date (MM/DD/YY) _____

Please submit this form via email to usag-stuttgart-mwr-scac@army.mil

For staff use only

Manager Approval _____ Date (MM/DD/YY) _____

TOTAL RENTAL FEE _____ **Deposit Received (Attach Receipt)** _____

Swabian Community Activity Center Usage and Reservation Policy 1

1. Hours of Operation. Hours of operation may change per management discretion with or without advanced notice to patrons. The ballroom and conference room(s) are available by reservation only Stuttgart Administrative Office hours: Monday-Friday: 0830-1630; Saturday-Sunday: Closed; U.S. Holidays: Closed.
2. Room Reservations. Reservation and scheduling will be accomplished in an impartial manner and all patrons will be treated with fairness and courtesy. The center is available to support OFFICIAL mission related functions and authorized DFMWR patronage. Events held on weekends are subject to prior approval and potential additional charges. Prohibited uses include vendors or concessionaires selling goods or providing services to guests which generate income for the vendor or host.
3. Hours of Reservations. Reservations and events may be held during the following times: Monday-Sunday, 0800-2400; Holidays, Closed.
4. Available Rooms. The ballrooms and conference room are available by reservation only. The fireplace room, Abrams room, lobby, and bathrooms may not be reserved as they are common use areas. Patrons may reserve the back patio, separately or in conjunction with their room rental, as long as there are no conflicts with a bar area rental. Reservations for a particular room are determined by the number of guests and potential equipment arrangements required by the host. Patrons may not exceed room capacity as determined by the USAG Stuttgart Fire and Safety Directives.
5. Authorized Users/Usage. Rooms may be reserved by DoD ID cardholders aged 18 or older and approved garrison organizations. The patronage and use of the facility will be restricted to DoD ID Cardholders and their escorted guests and individuals temporarily present at an installation in a transient status pursuant to the conduct of official business.
6. Scheduling Reservations. All room reservations will be on a first come, first served basis and will be noted on the master calendar located in the Administrative Office. Official government use and paid after hours use may be reserved up to a year in advance. Reservations will be submitted electronically or be made in-person at the USAG Stuttgart Swabian Community Activities Center Administrative Office, during operating hours. At the time of making a reservation, the patron must fill out the reservation agreement form and pay any applicable fees. Any reservations made by phone or email will be considered tentative until a signed reservation agreement form has been received. Reservations must be made at least two (2) weeks prior to the event. A reservation is considered tentative until the reservation agreement form has been completed and fees have been paid. Tentative reservations are canceled if a reservation agreement form is not signed or payment is not made within three (3) working days of submitting the reservation agreement form. Prior to cancellation, a facility employee will contact guest to give them a one (1) day extension or to inform them of cancellation.
7. Reservation Fees. No individual or group of persons may be given special privileges or reduced prices which are different from those afforded to any other individual or group of persons. No discounts will be made for partial hours or half hours. Example: an event that runs from 1700-1915 would be charged for (4) four hours. Fees must be paid at the time of the reservation. If fee is not paid at time of reservation request, the reservation is considered tentative until fees have been paid. Tentative reservations are canceled if payment is not made within three (3) working days of submitting the reservation agreement form. Prior to cancellation, a facility employee will contact guest to give them a one (1) day extension or to inform them of cancellation.
8. Cancellations. Cancellation of a function without sufficient advance notice blocks for the room for other government uses and may cause an expense to the DFMWR program in labor and opportunity lost to rent the facility to other patrons. Cancellations must be received in writing (15) business days prior of the scheduled event. Cancellations within fourteen (14) business days prior to the event are non-refundable. All reservations are subject to cancellation by DFMWR for various reasons, such as inclement weather. If a reservation is cancelled by DFMWR, a notice and full refund will be issued to the event Point of Contact as early as possible. DFMWR will make their best effort to accommodate the reservation request prior to canceling.
9. Set-up/Clean-Up. Room set-up and clean-up will be the responsibility of the organization or private party hosting the event. Set-up and clean-up time must be calculated into the reservation hours and cost. Decorations or displays brought into the facility must be approved prior to arrival and coordinated through management. Swabian Community Activities Center will not be responsible for any equipment or other items brought into the facility. Nothing may be attached to the walls (no tape, staples, tacks, sticky putty, etc.), nor will any fixtures or decorations (including framed art) be removed from the walls or ceilings. Patrons may not block emergency exits at any time during their event. Cleaning must be accomplished by patrons following each use and all decorations and displays must be removed at the end of the function. Equipment such as brooms, dust pans, and mops will be available for patrons to use after the event. Trash and recyclables must be taken outside to the large bins at the end of the function. Rooms must be arranged in the same conditions as received. An inspection by facility staff will be conducted at the end of the reservation to ensure proper cleanliness. Patrons who leave the facility in an unacceptable manner will be charged a cleaning fee of \$75/hour. NO CONFETTI NOR GLITTER OR ANY OTHER SMALL PIECES ARE ALLOWED AT ANY TIME DUE TO CLEANING ISSUES.
10. Equipment Rental. Certain items may be utilized from the Swabian Community Activities Center and returned in their original condition. Any equipment intended to be borrowed from the Swabian Community Activities Center must be noted on the reservation agreement form to include quantity needed. Equipment must be returned to the storage area in which they were found or placed properly back in the area from which they originated. Table and seating arrangements will be set per the standard room layout. If patrons wish to have a different arrangement, they must set up the rooms to their needs and will be required to arrange the room back to the original layout.
11. Damages. Damages will be the responsibility of the function host or sponsor even if caused by the host's guests. Hosts will be responsible for any damages or injuries as a result of hosting function or moving furniture and will be charged accordingly for damages.
12. Food and Beverage. According to AR 215-1, no outside food or drinks are permitted to be brought into the facility, with the exception of ceremony and or birthday cakes/cupcakes. All food and beverage needs must be met through approved vendors. Please contact our administrative office or designated vendors for more information to place an order. Alcohol may not be brought into the facility, including beer, wine, liquor, etc. at any time. Guests who disregard this policy will be asked to leave. A repeat offense will result in expulsion from the facility and the Military Police will be notified.
13. Tobacco. Tobacco use is prohibited in the Swabian Community Activities Center except for designated outdoors smoking areas. This prohibition is applicable to smokeless tobacco, chewing tobacco, and any type of electronic cigarettes. Patrons or employees wishing to smoke or use tobacco products must do so at least 50 feet away from the entrances to the facility and not in locations commonly used by nonsmokers. Any debris should be disposed of in the proper receptacles