

# Wright-Patterson Community Center (WPCC) Reservation Request

**Address:** 4771 Lahm Circle, Bldg 800, Area A, WPAFB, OH 45433  
**Phone:** (937) 522 – 2160 | **Org. Box:** [88FSS.FSW.CommunityCenter@us.af.mil](mailto:88FSS.FSW.CommunityCenter@us.af.mil)  
**Hours of Operation:** Monday – Wednesday: 11 – 7 pm | Thursday – Friday: 1 – 9 pm

**Name of Function:** \_\_\_\_\_ **Date(s) of Function:** \_\_\_\_\_

**Set-up Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

**Additional Dates & Times:** \_\_\_\_\_

*\*\* Any Reservation request outside of facility business hours requires approval by Community Center Management \*\**

**Point of Contact (Name/Rank):** \_\_\_\_\_ **Unit:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Duty Phone:** \_\_\_\_\_

**Alternate POC (Name/Rank):** \_\_\_\_\_ **Unit:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Duty Phone:** \_\_\_\_\_

*NOTE: Please be sure to list the entire time frame your reservation will be scheduled. You will be required to reserve and pay for set-up and tear down time included with your reservation.*

---

*Official Functions will not be charged for extra time if the time is within facility business hours and the space is available for your requested time.*

**Estimated Attendance:** \_\_\_\_\_ **persons**

**Will food & beverages be served?**  YES  NO **Will alcohol be served?**  YES  NO

*IAW AFI 34-219, alcoholic beverages can ONLY be sold & served by 88FSS staff. For food & drink service, please coordinate with Wing's Bar & Grille staff.*

---

*If reservation is deemed official use (determined by Community Center Management), no fee will be charged for use during business hours. Both official and unofficial functions are responsible for "outside of business hours" fee for set-up, tear down, and cleaning.*

**Is this an Official Function?**  YES  NO

**Official Functions:** Commanders Calls, Change of Command Ceremonies, or Mission related functions  
**Unofficial functions:** Retirements, Morale Events, Private Parties, Potlucks and/or Private Org Events

**Room Choices & Add-ons** (Please select all that apply)

\*Lobby, hallway, & specialty rooms are not available for reservations

- Ballroom** (250 – 350 capacity) - \$50 / 4 Hours
- Daedalian Room** (50 – 80 Capacity) - \$25 / 4 Hours
- Dining Room** (120 – 200 Capacity) - \$50 / 4 Hours
- Outside Business Hours & Sunday** - \$50 / Hour
- Additional Hours** - \$25 / Hour
- Event Set-Up/Tear Down** - \$90 / Hour
- Sound System** - \$75
- Cake / Cupcake Table** - \$25 / \$15
- Proffer Table** - \$10

**Equipment Requirements:**

- Chairs**                      QTY: \_\_\_\_\_                       **Tables**                      QTY: \_\_\_\_\_
  
- Podium**                       **DV Chairs**                       **USAF Flag**                       **USA Flag**

**Customer Notes:** (Please list any specifics regarding your reservation such as your event details)

**For completion by Wright-Patt Community Center**

Room Fee (4 Hours): \_\_\_\_\_ + \_\_\_\_\_ = \$ 0.00

Additional Hours: \$ 25.00 \_\_\_\_\_ x \_\_\_\_\_ = \$ 0.00

Outside of Business / Sunday Hours: \$ 50.00 \_\_\_\_\_ x \_\_\_\_\_ = \$ 0.00

Event Set-up / Tear-Down Add-On Fee: \$ 90.00 \_\_\_\_\_ x \_\_\_\_\_ = \$ 0.00

Additional Add-Ons: \_\_\_\_\_

Total Amount Due: \$ 0.00

*No refunds will be issued should a customer cancel a reservation within 3 business days of the scheduled event.*

**Please proceed to pages 3 & 4 to read and agree to terms listed prior to submission.**

# Wright-Patterson Community Center (WPCC) Reservation Contract

**Address:** 4771 Lahm Circle, Bldg 800, Area A, WPAFB, OH 45433

**Phone:** (937) 522 – 2160 | **Org. Box:** [88FSS.FSW.CommunityCenter@us.af.mil](mailto:88FSS.FSW.CommunityCenter@us.af.mil)

**Hours of Operation:** Monday – Wednesday: 12 – 7 pm | Thursday – Saturday: 2 – 9 pm

## POLICIES:

**1. EVENT DETAILS/SETUP:** The WPCC team reserves the right to decline or change any request that presents safety hazards or interfere with staff efficiency. WPCC provides tables and chairs already existing in the facility. **Unless the POC has purchased the set-up and tear-down add on service, the POC is responsible for all event setup, teardown, and subsequent cleanup. All activities, including cleanup, must be completed within the agreed-upon reservation time block.**

**2. CONTRACTS/CANCELLATIONS:** To confirm this reservation, the POC(s) must sign and return this contract within 3 business days of its receipt, as well as provide payment for the total cost of the room(s) and/or services being reserved. Failure to do so will result in the automatic cancellation of the reservation without notice. POC(s) must notify WPCC concerning any proposed changes or cancellations to their events to include schedule adjustments at least 3 business days prior to the event. WPCC reserves the right to deny future reservation requests from any POC(s) who cancels or makes significant changes to an event with less than 3 business days' notice of the event.

**3. FOOD & BEVERAGE:** The POC(s) must inform WPCC of any third-party catering vendors used for the event. The POC(s) assumes all responsibility for ensuring vendors comply with all applicable health and safety regulations. Any third-party vendor is not authorized to utilize the WPCC facilities to prepare or cook any food or store any items associated with service offered. Food/drink must come prepared and ready to serve. Food brought into the facility cannot be sold.

**4. BASE ACCESS:** All visitors to the WPCC must be authorized DoD ID card holders. The POC(s) are solely responsible for sponsoring and coordinating base access passes for all non-DoD ID card holding guests in accordance with WPAFB security procedures. **The WPCC will not sponsor individuals onto WPAFB.**

**5. SERVICE CHARGE, DAMAGES, & CLEAN UP (Private Functions):** The POC(s) of Private functions held at the WPCC will be held financially liable for any costs associated with damage, theft, or vandalism to the facility or its property occurring during the reservation. Damages will be assessed based upon inspection of both pre- and post-event, conducted by a WPCC representative and POC(s). WPCC is not responsible for items lost, stolen, or left behind. Open flame candles, glitter, sparkles, and confetti are not authorized in the facility. Items left behind after an event will result in cleaning/disposal fees. POC(s) are responsible for all clean-up to include vacuuming, mopping, wiping down tables/chairs, placing tables and chairs back orderly, and removal of all trash. Failure to do so will result in incidental cleaning and/or disposal fees up to \$800 which will be billed to the POC(s)

**5a. SERVICE CHARGE, DAMAGES, & CLEAN UP (Official Functions):** For official functions, the unit or organization making the reservation shall be responsible for damage, theft, or vandalism to the facility or its property caused by any attendees of the function. In such cases, the unit may be charged an incidental fee of up to \$800 toward the total cost of clean-up and damages. A formal notification, including a detailed assessment of the damages and any outstanding balance, will be sent to the commanding officer of the responsible unit or organization for full restitution.

**6. ADULT/CHILD RESPONSIBILITIES:** All children under the age of 16 on-site must be under the supervision (line of sight) of a parent, adult or adult instructor while in this facility at all times. Failure to do so will result in both the adult(s) and child(ren) being asked to leave by WPCC staff.

**7. RESERVATIONS:** Requests must be submitted through the WPCC TeamUp Reservation system. Reservations cannot be made in person, through email, or over the phone. Conformation of reservation is provided via email. Rooms are on a first-come, first-serve basis. WPCC reserves the right to reschedule or cancel any reservation due to mission requirements, direction from higher authority, or facility emergencies. In the event of a cancellation initiated by WPCC, a full refund of fees paid will be issued. The WPCC will not be held financially liable for any contracts or agreement(s) with outside organizations or with the reserving party. Every effort is made to accommodate if this happens, although a remedy may not always be available, so we highly recommend having a backup location for event in case of cancellation. A reservation is not considered firm until the cost of the room(s) have been paid to WPCC. Costs associated with cancelled events are refundable up until 72 hours before the event.

**8. PRIVATE FUNCTIONS, FUNDRAISING, INCOME GENERATING EVENTS:** Private Organizations wishing to host a fundraising event at the WPCC must be in active status with the 88th Force Support Squadron Private Organization Coordinator and must have an approved fundraiser through the 88th Force Support Squadron. The WPCC Wi-Fi network may not be used by any organization as part of the private fundraising reservation to process merchandise sales. Customers must secure and/or purchase their own Wi-Fi network service.

**9. LIABILITY:** The WPCC does not assume any liability for damage, destruction, loss or theft of customers materials brought into the Community Center, except in the event of gross negligence or intent. Customers that leave materials in the Community Center to support their reservations and/or to support multiple day reservations are doing so at their own risk. Customers are responsible for securing or removing items daily to avoid risk of damage, destruction, loss or theft. Customer materials left behind for more than 72 hours will be considered abandoned and will be disposed of by the facility.

**10. HOLD AND SAVE HARMLESS:** (Note: This clause only applies to private functions and does not apply to federal units or organizations conducting an official function.) The POCs agree to indemnify and hold harmless the WPCC and any other agency or instrumentality of the United States, and their officers, agents, and employees, from any loss, expense, damage, injury, claim, suit or judgment (including administrative actions taken against the NAFI by other federal, state or local agencies) arising from the POCs (employees, agents or subcontractors) acts or omissions or the items/services provided pursuant to the contract (including any patent, copyright, or trademark infringement claimed by a third party in connection with the items/services provided by the contractor).

\_\_\_\_\_  
Authorized POC Name (Print)

\_\_\_\_\_  
POC Phone Number

\_\_\_\_\_  
Authorized POC Signature

\_\_\_\_\_  
Date