



Start Date: _____
Amount Paid: _____
Staff Initials: _____

Party Center Reservation Contract

Date of Function: _____ Event Description: _____

Start Time: _____ End Time: _____ Attendance (120 max): _____

POC Name: _____ Home Phone: _____

Squadron: _____ Duty Phone: _____

Email Address: _____

Total Hours (\$30 per hour/ min 2 hour reservation): _____

Extra Rental: (\$15 per item/ per hour) Circle One: Bubble Soccer

Total Amount Due: _____ Circle One: Teen Center Youth Center

Policies:

- 1. Reservations:** All reservations can be made at Lunney Youth Center, Bldg 112 Main Office. Reservations can be made over the phone, email or in person, and have to be made two weeks in advance. Payment is due in full at the time of reservation. Reservations can be made by any adults age 18 or older who possess a valid military ID Card.
- 2. Cancellations:** Cancellations must be made three days prior to the event in order to receive a full refund. No refunds will be given after the three day mark unless the cancellation is made by Youth Programs due to an emergency closing of the building.
- 3. Availability:** The Youth Programs has first priority for utilization of the Lunney Youth Center and Misawa Teen Center. Both are available to rent Friday nights after 1900, and during the weekend. However, if Youth Programs has an event scheduled, no parties will be reserved. All calendars and events for the Youth Programs are scheduled at least a month in advance.
- 4. Cleaning Inspection:** A cleaning checklist will be provided and a staff member will inspect the facility upon conclusion of the reservation. The POC will be responsible for additional charges should the facility be damaged or if the facility is not cleaned appropriately.
- 5. Rental Period:** Each rental period will have a half hour before the event start time to set up, and a half hour after the event end time to clean up, that is free of charge. The facility will not open prior to that half hour, and must be vacated immediately following the clean up half hour. Any additional time will be \$1 a minute.
- 6. Facility:** Each reservation is for the facility and what is in the facility only. All patrons have full access to the entire facility with the exception of our art supplies, food and

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cooking supplies. Any additional requirements have to be supplied by the individual renting the space, and must be taken out of the facility at the end of the reservation.

- 7. Fundraising:** Reservations are for personal or squadron parties only. No fundraising will be allowed on facility grounds. Squadrons/ base agencies are able to rent the facilities for personal fitness, community relations projects, etc at the discretion of the Youth Programs Director free of charge. They are still financially responsible for any damage and the cleaning checklist.
- 8. Alcohol/ Smoking:** Alcohol is not permitted inside the facilities. Smoking is not permitted within site of the facilities. All privileges of renting the facilities will be revoked if this policy is not adhered to.
- 9. Food:** Individuals are allowed to bring their own food into the facility and utilize the fridge for storage if needed. Parties are not allowed to utilize the facilities food or cooking supplies. Warming devices are permitted. All cooking utensils and supplies have to be supplied by the individual.
- 10. Damage:** Customers are financially responsible for damages to the facility. This includes all property comprising the facility, its contents and its grounds. The customer agrees to identify to the staff any damages caused to the facility and/or property during the rental.
- 11. Appearance:** Only tape may be used to secure decorations to the walls. Confetti, silly string and candles are prohibited. If decorations are used, they must be removed at the end of the event. It is the responsibility of the customer to ensure the facility is returned cleaned and in serviceable condition in accordance with the cleaning checklist provided.
- 12. Supervision of Youth:** While the facility is being rented, a staff member will be available for questions, and to ensure the facility is being cared for. However, the staff member is not there to run/ coordinate the party. Parents, guardians, and event guests are responsible for all supervision of youth 18 years & younger at all times during the event.
- 13. Pets:** Pets and other animals are prohibited from the facilities.
- 14. Extra Rentals:** Patrons have the option to rent Bubble Soccer to set up, and utilize in the gym for an additional \$15/ hr per equipment. Cleaning Fee is not included in the price. If not cleaned, the POC will be charged \$50 per item used.

I have read each item above and fully understood all terms, conditions, and responsibilities of this rental agreement and agree to comply with all of the above. Failure to adhere to these policies, will result in additional charges, and/ or loss of the privilege of renting the facilities.

Print Name: _____

Signature: _____ **Date:** _____

Accepted by Staff Member: _____

Entered into Calendar (Initials): _____ **Staff Member Working:** _____

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Cleaning Checklist:

Kitchen:

- _____ 1. All counter tops, stove, tables, microwave and floors are cleaned.
- _____ 2. All eating areas are wiped down and cleaned.
- _____ 3. All trash has been collected and removed from facility.
- _____ 4. All tables, chairs and other furniture have been returned to their original location
- _____ 5. All food brought in by the customer has been removed.

Lobby:

- _____ 1. Carpets and floors are free of crumbs, stains and generally well cleaned.
- _____ 2. All furniture has been returned to their original location.
- _____ 3. TV is off and unplugged. Piano is closed, pool table is covered.

Gym:

- _____ 1. No food or drinks are in the gym area.
- _____ 2. All supplies have been neatly placed in the storage area in their original location.
- _____ 3. Bubble Soccer/ Foot Darts have been deflated completely and stored correctly.

Gamerroom:

- _____ 1. Equipment is wiped down and clean. All equipment and furniture returned to their original locations.
- _____ 2. All games, DVD's, etc are returned to their rightful places, and none are missing, broken or scratched.
- _____ 3. All electronics are turned completely off.

Art/ Dance Room:

- _____ 1. No supplies have been utilized in these rooms. Only space is allowed to be utilized.
- _____ 2. Furniture is returned to its rightful location.

Facility As A Whole:

- _____ 1. All trash has been collected and removed from the facility.
- _____ 2. All doors are closed, and locked.
- _____ 3. All windows are closed and locked.