

RIVERVIEW EVENT CENTER (REC) & BAYVIEW COMMONWEALTH CENTER (BCC) OFFICIAL EVENT USER AGREEMENT

(Privacy Act Information will be used solely by the Community Programs Staff)

Function Details:

Date(s): _____ RSVP Time: _____ Number of Guest: _____

Unit: _____ Sponsor/POC: _____

Address: _____ Phone: (W/ H): _____

(M): _____

POC Email Address: _____

Requested Room: _____ Setup Services: Yes No

Event Description: _____

Event Start Time: _____ Event End Time: _____

Will any Distinguished Visitors be in attendance: YES NO (Please include Name/DV Status/Rank)

In addition, the POC must provide the following:

- 1. Alternate Sponsor/POC: _____ Phone: (W/H): _____
(M): _____
Email: _____

NOTE: We are unable to provide any office supplies to include making copies. Please ensure all items needed are brought to the event, i.e. scratch paper, writing utensils, tape etc.

CONDITIONS OF AGREEMENT:

Notice: All meetings are allocated appropriate space in the facility according to their anticipated attendance and requirements. Actual room assignments will be made 30 days prior to the event date. Reservations for recurring events will be taken and booked every 30 days to ensure best use of the facility.

All functions, agencies and participants must adhere to civil and military law while on JBLE - Langley and are subject to security, fire and safety review and enforcement. Scheduling of a room in the REC and its annexes are on a "first-come, first-served" basis. Functions will be canceled upon POC request, higher authority direction, "real world" operational requirements, and/or in the event the primary POC and respective organization fails to adhere to orders of law inclusive of but not restricted to security, fire and safety enforcement.

- **Events must be held IAW installation guidance on COVID attendance restrictions**
- **As a caveat and warning, events may be bumped with little or no notice for any mission-related requests as directed by the 633rd Installation Commander (ex: mass COVID Vaccinations). Units should have a planned backup location and/or plan in the event of a cancellation.**

I have read and understand that I must adhere to IAW installation guidance at all times as well as recognize that my reservation could be canceled due to mission-related requests.

Signature/Date

Use of a room in the REC and its annexes is administered per Equal Opportunity guidelines under the law. No function will be refused based upon sexual, racial, cultural, or theological issues, nation of origin, or any other such basis as is strictly prohibited by Federal law. The POC assumes responsibility for all DoD (military and civilian) and non-DOD civilian guests – ensure you provide a list of non-ID card holder guest names to the Security Forces at the JBLE - Langley Visitor's Center prior to the function. The POC vouches for civilian guests and will advise them of proper conduct while on a military installation & that they must adhere to military law while on base property such as; implied consent to the search of privately owned vehicles and containers upon entering, departing, and while on US Government property.

Only DoD personnel (military, civilian, retired or eligible veterans) and their dependents will be accepted as a sponsoring POC. He/she is the primary contact for his/her function. The POC assumes full responsibility for ensuring proper conduct of function participants, for set-up, tear-down, and post-function housekeeping. In the event of damage, theft, or vandalism, the POC is the individual who will be held accountable. The POC will be contacted immediately upon the discovery of any discrepancies found after an event and must immediately correct/resolve negligence and will be held financially responsible if monetary compensation is required. If questions on financial responsibility arise, the base legal office will be contacted for guidance and resolution.

Any exceptions to this policy will be considered and approved on a case by case basis by the Community Services Flight Chief.

- **Riverview Event Center (REC) facility (Bldg 412) – This is a community programs facility. No outside food or beverages are allowed in this facility with the exception of desserts. Our catering staff can provide you with the latest menu offerings and pricing; a separate catering contract will be provided to identify your event requirements. All catering requests must be submitted at least 21 days before your event with a signed contract at least 14 days out.**
- **Bayview Commonwealth Center (BCC) facility (Bldg 926) – This is a community programs facility. Our catering staff can provide you the latest menu offerings and pricing; a separate catering contract will be provided to identify your event requirements. All REC catered event pricing includes tables, chairs, china, glassware, linen and appropriate service equipment. All catering requests must be submitted at least 21 days before your event with a signed contract at least 14 days out.**

8/4/2022

Note and confirm each section by initialing below:

____ **Facility Property:** Facility property cannot be removed from the facility or respective area. The user will be responsible for setting up, cleaning up after themselves and returning the rooms to their original configuration. All equipment must be signed out from the facility front office and returned at the conclusion of the event. Current REC rental prices are below:

Projector
Screen
Extension Cords
Podium
Stage/Riser \$100 per section

If you were looking to rent napkins, china, silverware, or tablecloths please contact our catering department at 633svs.catering@us.af.mil.

____ **Function Changes:** The event POC will notify this office as soon as possible concerning any proposed changes to their function, to include scheduling adjustments. The change may not be honored if the change impacts other events on the calendar.

____ **Alcoholic Beverages:** Due to current COVID-19 guidance all alcoholic beverages served in the REC must be provided by the REC Catering Department, to include hard alcohol, bottled beer, wine coolers, keg beer, wine and champagne. Arrangements for alcohol service must be made at least 14 days prior to the function.

____ **Decorations:** Confetti is **not** allowed. Do not hang anything on the walls. No decorations can be hung from the ceiling. No equipment or decorations can block exits or fire related equipment (fire alarms, smoke/heat detectors, pipes or risers) or electric light fixtures. Everything used for decorations will be removed by the Sponsor/Group before leaving the premises. Area will be swept and mopped/vacuumed.

____ **Youth:** Youth under the age of 16 require direct adult supervision while in the facility.

____ **Terms of Agreement for Official Functions:**

- All trash should be disposed of in the dumpsters located beside the facility. Tables and chairs must be wiped down, and all furniture should be returned to original order and location.
- Decorations must be removed.
- The floors/stage must be vacuumed, mopped or swept as needed. (A vacuum, mop, and bucket will be provided).
- The POC will check out with the REC staff and conduct a walkthrough prior to leaving the facility. _____

_____ **Property Damage:** Any damage to REC and its annexes property is the responsibility of the contractee. All damages will be assessed by the REC staff and reasonable cost of replacement or repair will be charged to the customer.

Fees:

Official Function – Mission essential workshops, conferences, training, seminars, focus groups, Commander’s Call, Eagle University classes, meetings, etc.

- No Charge during normal operating hours.
- \$150 per hour for functions held outside normal operating hours.
- The contracted rooms must be setup prior to function by the sponsor and/or group, returned to its original order immediately after function concludes and all items used returned to their storage locations.

Unofficial Function - wedding receptions, birthday parties, promotion/retirement ceremonies and receptions, baby showers, bridal showers, graduation parties, squadron get-togethers, luncheons, holiday parties, non-military endorsed organizational functions, etc.

- \$150 per hour for functions held outside normal operating hours.
- The deposit is required upon initiation of the contract to lock in your date.
 - \$150.00 Room Fee for functions with less than 50 attendees.
 - \$225.00 Room Fee for functions with 51-150 attendees.
 - \$300.00 Room Fee for functions with 151-250 attendees.
 - \$400.00 Room Fee for functions with 251 attendees or more.
- The contracted rooms must be setup prior to function by the sponsor and/or group, returned to its original order immediately after function concludes and all items used returned to their storage locations.

A 25% surcharge will be added to all events held on Sunday.

Optional set-up and cleanup services for all facilities will be available for purchase at the below prevailing rates if users so desire:

Bathroom Cleaning Fee \$25.00 per event

Labor Cost for Set up & Take down (up to 150 people) - \$150.00 per event

Labor Cost for Set up & Take down (151 - 300 people) - \$300.00 per event

Labor Cost for Set up & Take down (+400 people) - \$450.00 per event

Labor Cost for a Waiter (minimum 2 hours) - \$30.00 per hour

Some official functions (Change of Commands, Commander’s Calls) are authorized set up and take down services. Check with the REC staff to confirm if your event qualifies. To apply for APF funding you must book your event at least 21 days in advance and provide a room layout with complete specifications to submit your request. If all documentation is not provided 21 days in advance the organization will be responsible for their own set up and take down services.

Payments: The deposit is required upon initiation of the contract. The remaining balance is required 7 days prior to the event, or immediately upon initiation of the contract if function is within 7 days. Customer cancellations require three (3) days' notice. _____

Forms of Payment: Visa or MasterCard, Cash, or Check

*****Please note when paying with cash or check, any deposits will be credited through EFT, which will be processed in 7-10 business days. Visa and MC can be refunded on the spot.**

Room Reservation:

Room(s):

Deposit:	\$ _____
Setup & Misc Fees:	\$ _____
Total	\$ _____

STATEMENT BY CONTRACTEE/SPONSOR: I hereby agree to accept the conditions stated above and accept all financial responsibility for this contract. I understand only authorized personnel are allowed to attend this function. I am responsible for the conduct of all guests.

_____ Date: _____
Contractee/Sponsor Signature

_____ Date: _____
REC Staff Member Signature

PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.

Rates are subject to change.