

**TAIYO COMMUNITY CENTER
PARTY ROOM RESERVATION APPLICATION**

*Hours of Operation: Mon – Fri; 1000-2000; Sat 0800-1700
Closed Sunday & Holidays*

RESERVATION POC: _____ ORG: _____ DP: _____ HP: _____

ALTERNATE POC: _____ DP: _____ HP: _____

E-MAIL ADDRESS(es): _____ / _____

FUNCTION: _____ MISSION RELATED: YES / NO
(Please Circle)

EXPECTED ATTENDANCE: _____ DVs (0-6 and above): YES / NO If so, list: _____
(Enter Number) (Please Circle)

DATE(S) of FUNCTION: _____ FRONT BALLROOM Additionally Requested? YES / NO
(Please Circle)

**If you need to have additional room as a kids space (i.e. bring in an inflatable bouncy stuff), TV REC AREA right next to WSD would be kindly requested to reserve at the same time.*

SETUP TIME: _____ TIME FUNCTION is to be HELD: _____ DEPARTURE TIME: _____

PLEASE READ AND INITIAL:

- _____ 1. Reservations are made on a space-available basis with priority given to 374th Force Support Squadron sponsored events and official functions. **Reservations may be adjusted or cancelled to accommodate above-mentioned events.** Customers will be given as much prior notice as possible. The Community Center will not be held financially liable or responsible for any contract or agreement the reserving party has made with other facilities or companies.
- _____ 2. Events are limited to a 4 hour period and require a usage of \$25.00 with an additional deposit of \$75.00 for potential facility cleaning requirements. The cleaning deposit will be secured through the customer's credit card so that it may be refunded once a concluding inspection is documented. A cleaning checklist will be given at the time reservation is confirmed. Private Party area is located in the back half of the ballroom.
- _____ 3. Food and beverages are only allowed in the tiled floor area. Sorry, no alcoholic beverages are allowed.
- _____ 4. If the front half of the Ballroom area is requested in addition to the Private Party area an additional \$50 fee will be assessed.
- _____ 5. Reservation time must include set up and tear down. Event times will be restricted to 0900 -1900 on weekdays and 0900-1600 on Saturdays. The facility is closed on holidays and Sundays.
- _____ 6. Reservations can be made after normal hours of operation depending on staff availability. A minimum of 2 hours must be made for these reservations. The \$25 usage fee and an additional \$25 per hour are the fees.
- _____ 7. Reservations can be made up to 60 days in advance. **The usage fee and deposit must be made in order to confirm your reservation.** The fee of \$25 is non-refundable for notification less than 24 hours or no show. If any difficulty arises, please contact us at 225-6955 Monday-Friday 0800-2000/ Saturday 0800-1700. Rescheduling is permitted depending on availability when 24 hour notice is given. The \$75.00 cleaning deposit is refundable regardless of cancellation time or reason.

- _____ 8. The using organization/individual is responsible for set-up, tear-down, cleaning and restoring the area to original setting. The party room is routinely prepared with 12 tables and 50 chairs. Post inspection is required before departure; please notify the front desk personnel.
- _____ 9. The use of areas for personal gain or fundraising is not authorized. Individuals/groups wishing to use room reservations for profit making and/or personal gain will not be authorized. The reservations are for private party use only not for public events unless under contract with the 374th Force Support Squadron or an approved fundraiser with 374th Force Support Squadron.
- _____ 10. Taiyo has limited audio/visual support capabilities, when reserving the room please confirm we can meet your needs. If additional audio/visual support is required, please make alternate arrangements.
- _____ 11. User may decorate room; however, NO nails, staples or double sided tape can be used. On the wallpapered walls tacks can be used. NO tape, it will peel the wallpaper off the wall.
- _____ 12. All religious activities conducted on Yokota AB must be coordinated through the Wing Chaplain. Please ask a chaplain representative to coordinate with the Taiyo staff via phone call (5-6133) or email (taiyo.communitycenter@gmail.com)
- _____ 13. After all functions, customer's trash must be removed from the facility.
- _____ 14. The POC is responsible for damage to the facility or equipment as well as the behavior of their group's attendees.
- _____ 15. Reservation requests may be submitted 365 days in advance.
- _____ 16. For Official Functions, no fees will be assessed. Official Functions may include Commanders Calls and Unit or Squadron briefings, trainings, and meetings. The Community Center Director can clarify what functions are Official and which are not.

Deposit Break Down: _____\$25 (Late Departure) _____\$25 (Party Room Clean Up) _____\$25 (Kitchen Clean Up)

Signature of the POC Date / Time _____
Employee Name

REQUEST IS: APPROVED or DISAPPROVED

Manager's Signature

Customer notified of approval status: _____ By: _____

Usage Fee Amount: _____ Paid On: (Date) _____ Remaining Balance: _____

Cleaning Deposit Amount: _____ Paid On: (Date) _____ Refunded/Held On: (Date) _____

Post Inspection on _____ by: _____
(Date/Time) (Staff Member Signature) (Customer Signature)

Taiyo Equipment List	
Podium(2)	
6' Table(40)	
8' Table(10)	
Chair (400)	
Lap top	
Projector	
Microphone	
Pin Mic	
Taiyo's DV signs	
5th AF/CC ★★ ★	
5th AF/CV	
USFJ/CC	
USFJ/CV★★	
USFJ/CV★	
USFJ/CV	
USFJ/CCC	
374th MSG/CC	
374th MSG/CV	
374th AW/ CC	
374th AW/CV	
374th AW/CCC	
374th MXG/CC	
374th MDG/CC	
374th OG/CC	
DV	
Flags	
US	
Japan	
Air Force	

Max capacity 1,272p