



**TAIYO COMMUNITY CENTER
YOKOTA AIR BASE JAPAN**



MEMORANDUM FOR RECORD

From: 374 FSS/FSWP

SUBJECT: 374 FSS – Taiyo & Yujo Community Center Fee Structure

1. All fees listed are intended with customers completing full set-up, tear down, cleaning, and returning the room back to the original setting for all customer use events.
2. A \$75 user fee will be assessed should the community center staff be requested to complete customer full set-up, tear down and cleaning of single room customer events. In instances for full facility use and/or multiple room use, the community center staff and customer shall agree on a fixed user fee.
3. Official use (No Fee Use). There are no room fees for all 374 AW, 5th Air Force and tenant unit assigned to Yokota Air Base that are held during business hours. All of the following are considered official functions: Unit Commander's Calls, Change of Command Ceremonies, Unit/Mission training sessions, Unit/Mission conferences, briefing's meetings, etc...
4. Unofficial Use (Fee Required). Room Fee's apply to all of the following: retirement parties, private parties (birthdays/baby showers), morale events, private organization events and any reservations that includes food and beverage (I.E Unit holiday potlucks).
5. All reservations that include alcohol, IAW DAFI 34-219, alcoholic beverages will ONLY be served by 374 FSS personnel. Prior coordination with the Enlisted and/or Officer Club must be completed prior to confirmation of reservation.

374 FSS/FSWP, 5 Aug 22, Taiyo & Yujo Community Center Fee Structure

6. Fee Structure

374 FSS TAIYO AND YUJO COMMUNITY CENTER FEE STRUCTURE				
FACILITY	ROOM	CAPACITY*	FEE	NOTES
Taiyo CC	Front Ballroom	250-500	\$50/4 hours	Set-up & Clean after use
Taiyo CC	Back Ballroom	250-500	\$50/4 hours	Set-up & Clean after use
Taiyo CC	Full Ballroom	500-1,100	\$100/4 hours	Set-up & Clean after use
Taiyo CC	Room 205	20	\$25/4 hours	Set-up & Clean after use
Taiyo CC	Room 206 and 207	40	\$25/4 hours	Set-up & Clean after use
Taiyo CC	Room 208	30	\$25/4 hours	Set-up & Clean after use
Taiyo CC	Dance Room 112A or 112B	20	\$25/4 hours	Set-up & Clean after use
Taiyo CC	Kitchen Use	10	\$25/4 hours	Set-up & Clean after use
Taiyo CC	Kitchen Refer Storage	N/A	\$50/1 day	Set-up & Clean after use
Taiyo CC	Full Facility Use	1,270	\$250/per day	Set-up & Clean after use
Taiyo	Outdoor Patio	50	\$25/4 hours	Set-up & Clean after use
Yujo	Lounge	40	\$25/4 hours	Set-up & Clean after use
Yujo	Outdoor Patio	100	\$25/4 hours	Set-up & Clean after use
Taiyo/Yujo	Additional Hours	N/A	\$25/1 hour	N/A
Taiyo/Yujo	Set Up/Tear Down/Cleaning per room	N/A	\$75	N/A
Taiyo/Yujo	Set Up/Tear Down/Cleaning Multi-Room/Full Facility	N/A	TBD	N/A

*Capacity is subject to change based on seating arrangements, HPCON status, and local guidance

7. Any questions or concerns can be directed to the undersigned at DSN 225-7189.

RICHARD H. KING, GS-11, DAF
 Director, Yokota Community Centers