

Joint Base Andrews
Community Commons
Reservation Form

Name of Member Organization: _____

Meeting date(s): _____

Time for Meeting (Indicate a.m./p.m. and include time to set up & reset): _____

Maximum number of attendees: _____

View information about rooms, set-up options, audio-visual equipment, and caterers on the webpage:
commonsatjba@gmail.com

Need special room set-up? Yes No Need Audio & Visual Equipment? Yes No

Will you be serving food? Yes No Name of preferred caterer you will use: _____

Please select a Room Option:

Chesapeake Room Potomac Room Ballroom Patio Patio w/Grill Lobby Hangout

Room Rental Fees : Single Rooms = \$75 Ballroom = \$150 Patio = \$75 Patio w/Grill = \$100

Contact Person - Name: _____

Purpose of Meeting: _____

Name of the responsible person on site the day of the event: _____

Email of person on site: _____

Cell number of person on site: _____

By submitting this form, you agree to the terms set forth in the JBA Community Commons Policy.

Today's Date: _____

To request this reservation:

- Save this form
- Attach the form to an email
- Send it to commonsatjba@gmail.com
- Your reservation is not complete until you receive confirmation by email or calendar invite.

Community Commons staff will assign the specific room based on availability and your needs. You can reach Community Commons at 301-981-8490 commonsatjba@gmail.com.