

**Host/POC must initial next to each of the following:**

\_\_\_\_\_ **Catered Events:** Outside food may **NOT** be brought into the facility. (Catered food options are The Club, The Courses at Andrews or Food purchased through the Unite Program)

\_\_\_\_\_ No Food Required    \_\_\_\_\_ The Club    \_\_\_\_\_ Golf Course    \_\_\_\_\_ Unite Program

- \_\_\_\_\_ All reservations submitted are within a 6 Month time frame
- \_\_\_\_\_ All outside food **MUST** stay outside in the patio area.
- \_\_\_\_\_ Must clean grill after each use.
- \_\_\_\_\_ All trash must be discarded into dumpster across from patio.
- \_\_\_\_\_ Community Commons is not responsible for personal property left in the facility.
- \_\_\_\_\_ The Community Commons Lobby may not be reserved or closed for events.
- \_\_\_\_\_ Space cannot be used to generate income for private/military units or organizations.
- \_\_\_\_\_ Cancellations must occur 5 days in advance. Failure to provide notice of cancellation within 5 days will result in forfeiture of deposit.
- \_\_\_\_\_ No smoking is allowed in the building or on the patio area
- \_\_\_\_\_ POC/Host is responsible for requests for JBA leadership involvement (i.e. and/or speaking engagement) and must be coordinated through 316th Squadron at least 30 days prior to the event.

**DV GUEST NAME:** \_\_\_\_\_

\_\_\_\_\_ For **Official Functions**, POC/Host is responsible for requesting protocol support from 316thWG/CCP at DSN Commercial 240-612-1450

- \_\_\_\_\_ Host/POC is responsible for notification if reservation is canceled for any reason.
- \_\_\_\_\_ Host/POC is solely responsible for the conduct of their guests.
- \_\_\_\_\_ Host/POC is responsible for any damage to the Commons building, fixtures, or equipment due to guest negligence.
- \_\_\_\_\_ Private Organizations (PO) must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the Department of Defense: **"THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."** Source: AFI 34-223, Paragraph 10.1.2.3
- \_\_\_\_\_ NON-Federal entity must prominently display the following disclaimer on all print and electronic media the entity's name confirming that the entity is not part of the Department of Defense: **"THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."** Source: DoDI 1000.15, Enclosure 2, paragraph 1 (3)

\_\_\_\_\_ Host/Poc's and **UNOFFICIAL activities/organizations operating on AF Installations are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.** See AFI 34-223 for exceptions to this policy. **Additionally, off-base solicitations must clearly indicate that the solicitation is for an unofficial activity organization and not for the base or any official part of the Air Force.** Source: AFI 34-223, Paragraph 10.9.3. and AFI 34-223 Paragraph 10.15.1.3

**Fundraising Requirements**

\_\_\_\_\_Space cannot be used to generate income (such as fundraisers) for NFEs/POs or unofficial activities/organizations, unless coordinated and approved through the 316th WG/CC or delegate.

by DoD 5500.7-R, AFI 34-223 and AFI 36-3101.

JBA Fundraiser Request Form Instructions, Acknowledgment #2. \_\_\_\_\_Installation commercial sponsorship applies only to Force Support Squadron (FSS) activities, events or programs defined as Morale, Welfare, and Recreation (MWR). Other sections of the FSS as well as other Air Force organizations, units, private organizations, or unofficial activities or organizations are not authorized to use commercial sponsorship nor may they partner with an MWR program to gain access to sponsorship benefits. Source: AFI 34-108, Paragraph 1.4.

\_\_\_\_\_Non-Federal communications, Entities requesting enhanced logistical support (permanent office space, utilities, and IT support) must have written approval from the installation commander and must be coordinated through 316th WG/PA at least 30 days prior to the event. ....

**Signature of Host/POC:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Official Use Only:**

Event #: \_\_\_\_\_

Community Commons Representative:

Reservation Fee Paid: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_