



Joint Base Andrews
Community Center
Reservation Form

Name of Member Organization: _____

Meeting date(s): _____

Time for Meeting (Indicate a.m./p.m. and include time to set up & reset must be between 8AM-4PM): _____

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