

PARENT CLUB STATE NIGHTS
RESERVATION AGREEMENT FOR ARNOLD HALL FACILITIES
 Email jeanne.hollander@usafa.edu & USAFA.Parent.Liaison@usafa.edu

ARNOLD HALL IS A SELF-HELP FACILITY

Only USAFA Permanent Party, Active Duty, Reservist, DOD civilian, or Military Retirees may reserve Arnold Hall Facilities. (EXCEPTION: USAFA/CMC is sponsoring Parent Club Events)

All Cadet Mission/USAFAs events are priority. All other reservations can be bumped with short notice.

PLEASE PRINT

Type of Event: _____
 USAFA Sponsoring Unit: USAFA/CMC, (719) 333-3828, Rose Marie Nikovits
 Person in Charge (PIC) (not a cadet) _____
 PIC Phone: _____
 Alternate PIC (not a cadet) _____
 Alternate PIC phone: _____
 Email(s): PIC: _____
 Alternate: _____
 Expected Attendance for the Event: Note: Only 1 guest per cadet allowed: _____
 Cadet in Charge and Squadron (CIC): _____
 Name of Caterer: _____

Invite the following to Parent Club State Night?

- Y/N (circle one) Invite Cadet Candidates?
- Y/N (circle one) Invite International Cadets?
- Y/N (circle one) Invite Senior Leaders?
- Y/N (circle one) Invite USAFA Staff?
- Y/N (circle one) Invite Overseas Parents Cadets? (Not International cadets)

Will DV Parking be needed?

If Yes, you are required to go through the Protocol Office (719) 333- 6383

Set up Time same day as event	Date of Event	Event Start Time	End of Event Time	End of Clean-up Time
Please give your party plenty of time for setup and cleaning of the facilities.				
Rooms and Capacity Please Circle				
Ballroom Room Holds 500 for banquets Holds up to 1500 standing Can accommodate smaller groups	Conference Room 181 Holds 20-25	Art Gallery Conference Room Holds 12-15		

Arnold Hall Theater Reservations: (719) 333-2721
Cadet Lodge Reservations: (719) 333-1539
HAPS Reservations (719) 333- 4690 (Different reservation policy than other Arnold Hall spaces)

Read and Initial each provision:

1. **ARNOLD HALL Facilities are Self-Service Facilities:**

- Parent Club State Night event staff are responsible for set up and tear down of tables, stages, chairs, clean-up, washing off tables, trash removal, vacuuming carpets, and policing of the facility. Do not leave anything in kitchens: Clean out refrigerators, wipe out sinks, and wipe off all surfaces. If you move furniture, put it back. Parties are responsible to return to clean up area if not accomplished.
- Parent Clubs are responsible for providing their own table service ware, punch bowls, utensils, plastic ware, punch cups, napkins, linens, trash bags, cleaning supplies, (soap, paper towels, etc.)
- **Arnold Hall Administrative Offices will not provide offices supplies such as paper, pens, clips, sign holders, poster stands, etc., plan accordingly.**
- **Do not leave anything, especially food items in the kitchens, refrigerators or the INFORMATION Desk. Take it when you leave.**
- All government buildings are non-smoking facilities, **vaping is considered smoking**, please smoke outside in designated areas and use appropriate receptacles.

2. **Food & Catering**

- Arnold Hall has very limited kitchen facilities. Prepare food off-site (such as at a cadet sponsor's home) or hire a caterer. Several catering businesses and food trucks have been vetted and have access to the Cadet Area. Arnold hall staff can help you contact those approved businesses.
- Parent Clubs are responsible for arranging catering services and their personnel to get on and off the Academy.
- On Base Catering is available through the Falcon Club, 333-8189 or Golf Course 333-333-2606
- For procedures to get NON-BASE catering through the USAF Academy South entrance call 719-333-0443 (Pass and Registration). These caterers must go through the Large Vehicle Inspection Station at the South Gate.
- Alcohol must be arranged through ON BASE Licensed Vendors. Haps, 333-3909, Falcon Club, 333-8189 or Golf Course 333-333-2606. NO EXCEPTIONS. (IAW USAFA Supplement to AFI 34-219). Only the authorized facilities mentioned above can provide alcohol for events in Arnold Hall.
- **Parent Clubs cannot bring own or contract off base vendors to provide alcohol for any event.**
- Make arrangements with Arnold Hall Staff for catering to load and unload near Arnold Hall.

3. **Lighting and AV support:**

Co-ordinate/make an appointment with Arnold Hall Theater Staff, 333-2721.

Podiums are available; microphones will be signed out through the Theater Staff when requested. East end of ballroom has a projector and screen. Make sure your computer is compatible. Recommend making an appointment with Arnold Hall Theater Staff for a dry run.

4. Access and Parking:

Base Access will be Coordinated through USAFA Parent Liaison, USAFA/CMC, (719) 333-3828, USAFA.ParentLiaison@usafa.edu to USAF Academy Security Forces if your event includes non-DOD members and your event is after visiting hours, 5:30am -10:00pm to process Entry Access List. (Subject to change without notice.) CICs can pick up Harmon Hall Temporary Badge from USAFA Parent Liaison located in Harmon Hall, Southside, 3rd floor, Ste 3100 with Public Affairs. EAL is not required if setup and event is during visiting hours above, however, if the bases closes due to weather you will not be allowed on base without an EAL.

- a. **EAL Procedures:** Guests: Entry Access List (EAL): If you have 10 or more parents that do not have a military ID and you will need access to the base before or after visiting hour (9:00 am – 5:00 pm) the USAFA Parent Liaison will need an EAL from the Parent Club(s). Information required is Name, Birthday, Driver License number, and state of issue. Names must be in alphabetical order by last name. Don't forget any entertainers on the EAL. An example of an EAL is attached to this policy, on the Parent Club President webpage, or the Parent Liaison can send it to you. EALs must be received no later than **6 business days** prior to the setup date for 11-100 people (ppl), **10 business days** for 101-250ppl, **15 business days** for 251-500ppl. seven workdays prior to your event (including setup) so it can be submitted to Pass and registration. NOTE: This will only get you access to the base not into the security area around Arnold Hall.

- o EAL general information from Security Forces webpage:
<http://www.usafa.af.mil/Portals/21/documents/10ABW/10MSG/10th%20Security%20Forces/BaseEntry.pdf?ver=2015-10-20-173407-223>

- All non-military visitors must use the North Gate Entrance
- Parking: All guests must park in the Upper Harmon Hall Parking Lot (Visitor Parking), west of Arnold Hall.
- Arnold Hall is in a secured area surrounded by fences and gates. Guests will not have access to park in the gated security area around the Arnold Hall due to security reasons.

5. Unloading and Loading access to Arnold Hall Ballroom:

- Arrangements must be made for access to the Arnold Hall Patio. This by exception.
- All persons must be escorted through the Harmon Hall Security Gates by a Cadet with an access badge, USAFA Parent Liaison, or Arnold Hall personnel.
- After unloading all vehicles must leave the security area and park in the Visitor Parking in the Upper Harmon Hall Parking Lot.
- No vehicle is to park on the Arnold Hall Patio.
Security Forces will be called to have your vehicle towed.

6. Miscellaneous: Safety: Arnold Staff will determine what can or can't be brought in for safety reasons. For example: no Helium Tanks in the building (haz-mat), no Helium filled balloons (damage the ceiling), no bouncing castles, no Tape on the walls or windows, and no hemp items (chapstick). Hemp is illegal for cadets and is considered drug use.

Base Closure: If the base is closed YOUR event is CANCELED, it must be rescheduled for another date in the future. Don't assume the next day will be available.

7. **Commercial Sponsorship:**

- Official Military Events, USAFA Clubs, All USAFA Offices and Departments must go through ABW/FSS Marketing Office 333-6796 (no exceptions) to obtain permission.
- Private Organizations (example: A State Parent's Club) using Arnold Hall must go through the ABW/FSS Marketing Office 333-6796 if sponsor representatives are invited to attend event. It is fine for sponsored items to be at event.

8. **Cancelation Notice**

- If you must cancel or reschedule immediately call or email so we can reschedule your event and clear the date for another event.
ARNOLD HALL 719-333-2711 email: jeanne.hollander@usafa.edu

Provide a complete description and schedule of your event when you email in this reservation Agreement.

Air Force Regulations state that facilities may not be used for money-making programs. Funds may not be collected; admission cannot be charged without official NAF contracts signed by NAFFMB and the Arnold Hall Director.

Gambling is not permitted.

Arnold Hall Staff is not responsible for unsecured items left by guests.

- ✓ Keep a copy of this reservation on hand as it has lots of required information for setup and cleanup.
- ✓ Email back your reservation as soon as you fill it out with your description and time line of your event and cc the USAFA Parent Liaison.
- ✓ If you have assigned others to set up your event, please make sure they are aware of all the rules and regulations in this agreement.

*****I HAVE READ AND I UNDERSTAND THE ABOVE PROVISIONS AND RULES****

PARENT CLUB EVENT NAME:

PARENT CLUB PERSON IN CHARGE (PIC):

NAME (PRINT):

SIGNATURE _____

_____ DATE