



POLARIS HALL RESERVATION REQUEST

Hours of Operation: M-F 0700-1600
Closed Weekends & Federal Holidays



Fill out the form then hit the "Submit Form" button below or send to
ccl.d.events@afacademy.af.edu.

Event Name:		Event Date:	
Sponsoring Organization:			
Affiliation: USAFA DoD Civilian/Other		Civilian/Other*(1):	
*External Organizations may require approval from USAFA/A3O (see page 2).			
Arrival/Setup Time:		Start Time:	
Stop Time:		Clean-up/Departure Time:	
Description: Please be as detailed as possible.			
# of Guests (Approx.):		Disabled Parking? Yes No	
# of Distinguished Visitors:		DV Parking? Yes No (if yes, see page 2)	
Names of DVs (in order of precedence):			
POC (1): Rank/Name, Phone Number, Email			
POC (2): Rank/Name, Phone Number, Email			
Facility(s) Requested: please check all requested rooms Note (1): Deviations from the standard setup are the responsibility of the POC(s) listed above & organization. Note (2): POC (s) listed above are responsible to provide clean-up team following the complete of the event.			
Main Forum	Seminar Rooms	Conference Rooms	Collaboration Rooms
Stadium Seating - Seats ~200 - Max seating is 240 **No Food or Drink**	Round Tables - Seats (63); - Nine (9) tables - Seven (7) seats per table - <u>Max</u> Arrangement (84) - 12 tables - Eight (8) seats per table	Director's CR - Seats 40 - 14 seats at the formal table - 26 seats surrounding table East Terrace CR (#200) - Seats up to 10	# of Rooms
Does your event require AV support? Presentations (i.e., PowerPoint): Mics: Description of Services:		STAFF USE ONLY Date Rcv'd: WO#:	Functions Supported (click all that apply) Institutional Cadet Support Conference/Workshop Admissions/Recruiting Mission Brief/Tour Promotion/Retirement Organizational Off-Site Commander's Call



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The following notes are for POCs responsible for coordinating events at Polaris Hall.

External Events: HQ USAFA/A3O is responsible to de-conflict all major events on USAFA. All civilian organizations and external federal/non federal entities (NFE) that desire to host significant non-institutional USAFA events will require approval/vetting through the USAFA HQ/A3O office. In addition to coordination with USAFA/A3O, external 'For Profit' organizations must also coordinate with USAFA/A4 (719.333.8718). In some instances, a facility use fee and cost for utilities will be levied by the 10th Civil Engineering Squadron (CES).

Cordon Hours: USAFA's established cordon (visitor) hours are from 0530 to 2200. If the event requires guests to be on the installation outside of cordon hours the POC will be responsible to submit an Entry Authorization List (EAL) through the 10th security Forces Squadron (SFS).

Distinguished Visitors (DVs): If General Officers, Flag Officers, and /or civilian equivalents are expected to be in attendance during your event you must coordinate with the USAFA HQ Protocol Office (DSP) by emailing dsp.support@usafa.edu. This does not imply support for these officers, but is for HQ USAFA's situational awareness.

DVParking: Requests to use Arnold Hall parking can be sent to ArnoldHall@afacademy.af.edu or by calling 719.333.2710/2750. Note, access to some areas are restricted. Additional coordination is needed to park in the Arnold Hall circle or lower Harmon Hall parking lot.

Catering: The POC or designated representative is responsible for contracting with the caterer. If the caterer is not located on USAFA, the POC must coordinate access to USAFA with the 10th Security Forces Squadron. The POC must also coordinate access through ECP-3 ('Charlie 3') to park in the loading zone in front of Arnold Hall.

- **Alcohol Policy:** IAW AFI 34-219, *Alcohol Beverage Program*, Para 2.1.8, if alcohol is being served the POC must use the 10th Force Support Squadron (FSS) and must also coordinate approval through the installation commander or designated authority (10 MSG/CC). Following approval, the POC should contact the Falcon Club at 719.333.8189 or HAPS Bar at 719.333.3908.

Alternate Event Venues on USAFA:



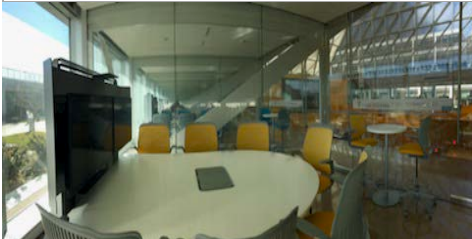



- Arnold Hall: ArnoldHall@afacademy.af.edu or 719.333.2710/2750
- Fairchild Hall: 333.2450 or dfvr.classroomschedule@afacademy.af.edu
- Falcon Club: 719.333.8189
- HAPS Bar: 719.333.3909
- Theater (Arnold Hall): 719.333.2721
- Eisenhower Golf Course: 719.333.2606, ext. 1005
- Cadet Lodge: 719.333.1539/2750
- Doolittle Hall: 719.472.0300
- Prep School "Husky" Theater: 333.2583

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Venue	Description
	<u>Main Forum</u> <ul style="list-style-type: none"> - Floor seating is 164; with opera boxes ~200, max capacity is 240 - Large LED screen for presentations - Presentations are played on CCLD's in-house device (Windows) - Commercial Grade Wi-fi - Ideal for large assemblies (e.g. Commander's Calls, conferences/symposiums, ceremonies, etc.)
	<u>Seminar Room</u> <ul style="list-style-type: none"> - Two seminar rooms (East and West) - Seats 63, but can surge to 84 - Large 120" screen for presentations - In-Floor power outlets, Ethernet, - Commercial Grade Wi-Fi - White Board - Ideal for mid-size groups (e.g., planning meetings, training sessions, etc.)
	<u>Collaboration Room</u> <ul style="list-style-type: none"> - 10 Collaboration Rooms - 8 rooms with two (2) screens; seats 9 - 2 rooms with four (4) screens; seats 6 - Connections is made via presenter's device - Table provides power outlets, Ethernet, and HDMI - Commercial Grade Wi-Fi - Ideal for small groups
	<u>Director's Conference Room</u> <ul style="list-style-type: none"> - Seats 40 - 14 at table and 26 around the room - 70" screen for presentations - Table provides power outlets, Ethernet, and HDMI - Commercial Grade Wi-Fi
	<u>East Terrace Conference Room</u> <ul style="list-style-type: none"> - Seats up to 10 at the table - 70" screen for presentations - Table provides power outlets, Ethernet, and HDMI - Commercial Grade Wi-Fi - Ideal for meetings and working groups
	<u>Distinguished Visitor (DV) Suite</u> <ul style="list-style-type: none"> - Private Seating area - Separate office to conduct business or acts as a changing room - Kitchenette (fridge, microwave, sink) - Private Bathroom - Mid-size display screen for presentations - Commercial Grade Wi-Fi - Ideal for guest speakers, guest of honor, presiding official, etc.