

Parent Club State Nights Instructions

This information provides instructions for Parent Clubs regarding State Nights at the U.S. Air Force Academy for Cadets and Cadet Candidates. Reminder: Always start with your venue to make a tentative reservation.

1. While there are several options, Arnold Hall is the most convenient for the Cadets.

Possible USAFA Venues

Arnold Hall:	(719) 333-4499	Jeanne Hollander
	(719) 333-2711	Bernadette Borders or
	(719) 333-3909	Henry Shaffer
Falcon Club:	(719) 333-8189	Heidi Jacobson
Bowling Alley:	(719) 333-4709	Mike Barker
Golf Course:	(719) 333-2606	Steve Wallace

2. Once your Parent Club has a tentative date email the USAFA Parent Liaison at USAFA.parentliaison@usafa.edu. Please call the Parent Liaison at 1 (877) 268-3383 or (719) 333-3828 if you have any questions. The Parent Liaison will coordinate with the Cadet Wing Leadership to see if there are any conflicts with your proposed date. Once the date is cleared by the Cadet Wing, the Parent Liaison will send you and the venue point of contact (POC) an email documenting that the date is approved. It is best to make your reservations early as dates fill up fast.

3. Parent Clubs must work directly with the venue POC for setup, cleanup, items the venue doesn't supply for events, delivery instructions, etc.

4. Once you have your confirmed date, the USAFA Parent Liaison can send email invitations to all the cadets and cadet candidates (if your club invites the Preppies.) inviting them to the State Night (and Military Balls at home as well). When requesting your invitations, please ensure you have a point of contact so attendees can make their reservations. (email contact, RSVP link if your club has one, complete venue address and phone number if the function is at home)

5. Please let the USAFA Parent Liaison know if you wish to invite any USAFA senior leaders. The USAFA event will be entered on the USAFA Strategic Calendar for staff awareness, so some leaders might stop by to say "hello", especially if they are from your state. For Military Balls the event will be entered on the Association of Graduates public calendar.

6. Please keep in mind that the Cadet Wing Leadership training schedule can change so be flexible. The Parent Liaison or the Venue POC will contact you if a conflict comes up (as soon as possible) and will try and work other options. While this does not happen often please be ready, just in case.

7. I have attached the Arnold Hall Reservation form since most parent clubs like to have their State Nights at this location.

Note: The California Clubs contacted the Air Academy High School liaison and got student volunteers to setup and tear down tables. You can contact the school ROTC Commander Lt Col Rob Huber at (719) 234-2432 if you are interested.

Please fill out and return to:
USAFA/CM (ATTN: Marie Nikovits)
2304 Cadet Dr., Suite 3100
U.S. Air Force Academy, CO 80840
USAFACM.Taskers@usafa.edu or
USAFA.ParentLiaison@usafa.edu

RESERVATION REQUEST FOR ARNOLD HALL FACILITIES
Phone: (719) 333-4499 Email: jeanne.hollander@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. Cadets must have AOCs or AMTs reserve Arnold Hall Facilities

Type of Event:

Sponsoring Unit:

Primary POC (not a cadet):

Primary POC Phone:

Primary POC Email:

Alternate POC (not a cadet):

Alternate POC Phone:

Alternate POC Email:

Expected Attendance:

Name of Caterer:

Will DV parking be required? Yes No
There are 9 spaces available in the parking circle.

Please List DVS:

Date of Event:

Set Up Date / Time:

Event Start Time:

Time Event Ends:

Please allow your party plenty of time for setup and cleaning of the facilities.

Requested Room:	Ballroom Holds 2,000 (can accommodate smaller groups)	Conference Room 181 Holds 20-25	Art Gallery Conference Room Holds 12
	Ballroom Patio Outdoor venue	Lobby	Powder Room

For other venue requests

Arnold Hall Theater Reservations: (719) 333-2721 Cadet Lodge Reservations: (719) 333-1539

Read and check each provision

ARNOLD HALL Facilities are Self-Service Facilities:

- All parties 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. Parties are responsible to return to clean up area if not accomplished.
- All functions are responsible for providing their own table service ware, punch bowls, utensils, plastic ware, punch cups, napkins/ linens, ceremonial flags, trash bags, cleaning supplies (soap, paper towels, etc.)
- Arnold Hall Administrative Offices will not provide office supplies such as paper, pens, etc., plan accordingly.
- All government buildings are non-smoking facilities, please smoke outside in designated areas and use appropriate receptacles.

Catering:

- All parties are responsible for arranging catering services and their personnel to get on and off the Academy.
- For procedures to get catering through the USAF Academy South entrance call 719-333-0443 (Pass and ID)
- Make arrangements with Arnold Hall Staff for catering to load and unload near Arnold Hall.

Lighting and AV support:

- If you plan to use ballroom stage during your event, consider lighting and AV support. Communications Squadron (official events) (719) 333-9990.
- Small events: Coordinate/ make an appointment with Arnold Hall Theater Staff, (719) 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.

Access and Parking:

- Coordinate with USAF Academy Security Forces If your event includes non-DOD members and your event is after visiting hours.
- Guests: If your event includes non-DOD members and your event is after visiting hours, you must provide an Entry Authorization List (EAL) for all non DOD civilians who will be attending event to Security Forces not later than 72 hours prior to the event being held. (A sample copy is available from our office.) All non-military visitors must use the North Gate Entrance. Visiting hours are 0900-1700, (subject to change without notice.) When you email the EAL to the Security Forces ask about the Gate times.
- EAL Procedures: <http://www.usafa.af.mil/Portals/21/documents/10ABW/10MSG/10th%20Security%20Forces/BaseEntry.pdf?ver=2015-10-20-173407-223>
- All guests must park in the Upper Harmon Hall Parking Lot, west of Arnold Hall. Guests will not have access to park in the gated security area around Arnold Hall.

Alcohol Requests within Arnold Hall:

- If your organization is requesting approval for alcohol, only Haps, the Falcon Club, Bowling Center or Eisenhower Golf Course are authorized to sell/ distribute alcohol within Arnold Hall (IAW USAFA Supplement to AFI 34-219).
- Only the authorized facilities mentioned above can provide alcohol for events in Arnold Hall. Parties cannot bring their own alcohol to any event.

Cancellation Notice:

- If you must cancel or reschedule immediately call or email so we can reschedule your event and clear the date for another event.

Provide an event description (schedule of events, timeline when your event begins and ends) for your event when you email in this reservation request.

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.

Email back your reservation as soon as you fill it out.

Have your reservation in hand when you set up.

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

Signature:

Date:

