

PARENT CLUB STATE NIGHTS
(other than Arnold Hall)
RESERVATION NOTIFICATION
 Email USAFA.Parent.Liaison@usafa.edu

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: _____

Venue Address: _____

Phone of Venue: _____

Expected Attendance for the Event: _____

Can Cadets bring guest(s)?: How many each? _____

Cadet in Charge(CIC)/Squadron if in secured Academic Area:Name: _____

_____ SQ _____ CIC cell phone: _____

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 for on base event?

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

Arnold Hall Theater Reservations: (719) 333-2721 (use Arnold Hall reservation form)

Cadet Lodge Reservations: (719) 333-1539

HAPS Reservations (719) 333- 4690 (Different reservation policy than other Arnold Hall spaces)

Falcon Club: (719) 333-8189

Read and Initial each provision:

_____ **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. The completed form **must** be received seven workdays prior to your event (including setup) so it can be submitted to Pass and registration. Visiting hours 5:30 am – 10:00 pm. However, if there is a base closure (weather) an EAL will be needed. 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>

_____ **Parking:** All guests must park in the Upper Harmon Hall Parking Lot (Visitor Parking) if in Academic Area.

_____ **Access to secured Academic Area:** The CIC will pick up a Temporary badge that will give them access to the Harmon Hall Gate and the CIC will have to escort guests the entire time. The CIC must maintain the badge at all time and escort guests until event is over and the guests are escorted out of the secure area. CICs please contact the USAFA Parent Liaison at (719) 333-3828 to pick up badge. Office location: Harmon Hall, Southside, 3rd Floor, Ste 3100 with Public Affairs (Rose Marie Nikovits).

_____ **Commercial Sponsorship:**

- Private Organizations (example: A State Parent's Club) using on base location must go through the 10 ABW/FSS Marketing Office 333-6796 if sponsor representatives are invited to attend event. It is fine to bring donated items however.

PARENT CLUB EVENT NAME:

PARENT CLUB PERSON IN CHARGE (PIC):

NAME (PRINT):

SIGNATURE _____

DATE _____