

# Polaris Hall

Reservation Request  
Hours of Operation: M-F 0730-1600  
Closed Weekends & Federal Holidays



Fill out the form then hit the "Submit Form" button below.

|   |   |   |   |
|---|---|---|---|
| Event Name:   |   | Event Date:   |   |
| Sponsoring Organization:  |   |   |   |
| Affiliation: USAFA DoD Civilian/Other   |   | Civilian/Other*:  |   |
| *External (Civilian/Other) and some USAFA events may require approval from USAFA/A30 (see page 2).  |   |   |   |
| Event Start Time:   |   | Event Set-Up Time:  |   |
| Event Stop Time:  |   | Event Clean-Up Time:  |   |
| Description: Please be as detailed as possible.   |   |   |   |
| # of Guests (Approx.):  |   | Handicap Guests? Yes No (if yes, see page 2)  |   |
| # of Distinguished Visitors:  |   | DV Parking? Yes No (if yes, see page 2)   |   |
| Names of DVs:   |   |   |   |
| Do Guests Require Base Access Outside Cordon Hours? (5:30 a.m.-10:00 p.m.)  |   | Yes No (if yes, see page 2)   |   |
| Is Media Coverage Expected (e.g., Press Conference, Social Media, etc.)?  |   | Yes No  |   |
| POC (1): Rank/Name; Phone Number; Email   |   |   |   |
| POC (2): Rank/Name; Phone Number; Email   |   |   |   |
| <b>Facility(s) Requested: please check all requested rooms</b>  |   |   |   |
| Note (1): Any deviations from the standard setup are the responsibility of the POCs listed above & sponsoring organization.   |   |   |   |
| Note (2): POC listed is responsible to provide clean-up team following the completion of event.   |   |   |   |
| <u>Main Forum</u>   | <u>East Seminar Room</u>  | <u>West Seminar Room</u>  | <u>Collaboration Rooms</u>  |
| <b>Stadium Seating</b><br>- Standard Arrangement<br>- Seats ~200<br><br><b>Round Tables</b><br>- Requires 2 hours of setup time<br>- POC must provide manpower<br>- Up to eight (8) tables<br>- Seating for up to 56<br>- Generally used for formal functions<br><br>**No Food or Drink** | <b>Round Tables</b><br>- Standard Arrangement (63)<br>- Nine (9) tables<br>- Seven (7) seats per table<br><br>- Max Arrangement (84)<br>- 12 tables<br>- Eight (8) seats per table<br><br><b>Stadium Seating (100)</b><br>- Requires 1 hour of setup time<br>- POC must provide manpower<br>- In Rows | <b>Round Tables</b><br>- Standard Arrangement (63)<br>- Nine (9) tables<br>- Seven (7) seats per table<br><br>- Max Arrangement (84)<br>- 12 tables<br>- Eight (8) seats per table<br><br><b>Stadium Seating (100)</b><br>- Requires 1 hour of setup time<br>- POC must provide manpower<br>- In Rows | <b>East Atrium (Only)</b><br>A: Backlund/Brims<br>B: Chilton<br>C: Johnson<br>D: Class of '67<br>E: Class of '91<br><br><b>West Atrium (Only)</b><br>F: Berry<br>G: Class of '90<br>H: Disoway<br>I: Denend<br>J: Taylor<br><br><b>All Collaborations Rooms</b><br>**No Food or Drink** |
| Will you contract catering? Yes No If 'Yes', provide vendor name (recommended list on page 2)   |   | Vendor Name:  |   |
| Will alcohol be served at this event? Yes No If 'Yes', see page 2   |   |   |   |
| <b>Mission Briefs and Tours</b>   |   |   |   |
| *Must be coordinated with HQ USAFA, USAFA Endowment, Association of Graduates, or USAFA Mission Element (ME) through the CCLD Chief, Strategic Communications (719.333.8460)   Julie.Imada@usafa.edu  |   |   |   |
| Mission Brief:  | Yes   | No  | N/A   |
| Tour:   | Yes   | No  | N/A   |

If you are using Chrome, please download this form and open using Adobe Reader or Acrobat before clicking Submit to send the form.

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[cclid.events@usafa.edu](mailto:cclid.events@usafa.edu)

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 outside organizations and some 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). To request an event through A3O you can use the following link: <https://docs.google.com/forms/d/e/1FAIpQLSd1rVQ8BzYdpdVViCNX9jGkZyvPJ2t7aMhhOzLq1m1o1bwalw/viewform>

**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 10<sup>th</sup> security Forces Squadron (SFS).

**Distinguished Visitors (DVs):** If DVs are expected to be in attendance your event you must coordinate with the USAFA HQ Protocol Office (DSP) by emailing [dsp.support@usafa.edu](mailto:dsp.support@usafa.edu). On USAFA, DV status is afforded to O-7 and above or individual designated by sponsoring military element.

**DV Parking:** If parking is required contact the protocol office for assistance in developing a parking plan. Once the Protocol Office approves parking plan you'll want to send the plan to Ms. Jeanne Hollander at [Jeanne/Hollander@usafa.edu](mailto:Jeanne/Hollander@usafa.edu) or call 719.333.2710.

**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 Northgate (333.7365). The POC must coordinate access through ECP-3 ('Charlie 3') to park in the loading zone in front of Arnold Hall; access can be coordinate through USAFA/A8P or 719.333.3668.

Recommended Caterers on USAFA:

- Falcon Club, Ms. Heidi Jacobson, 719.333.8189 or [Heidi.Jacobson@us.af.mil](mailto:Heidi.Jacobson@us.af.mil)
- Eisenhower Golf Course, Ms. Daisy Hall, 719.333.2606, ext. 1005) or [Daisy.Hall@us.af.mil](mailto:Daisy.Hall@us.af.mil)

- **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: 719.333.2710/2750 (Only for cadet activities and mission needs for USAFA permanent party members)
- Falcon Club: 719.333.8189
- HAPS Bar: 719.333.3908
- Theater (Arnold Hall): 719.333.2721
- Eisenhower Golf Course: 719.333.2606, ext. 1005
- Cadet Lodge: 719.333.1539
- Planetarium: 719.333.3361 or [planetarium@usafa.edu](mailto:planetarium@usafa.edu)
- Doolittle Hall: 719.472.0300

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| Venue   | Description  |
|---|--|
|    | <p><b>Main Forum</b></p> <ul style="list-style-type: none"> <li>• Standard stadium seating for 164</li> <li>• Orchestra boxes seat 30 comfortably</li> <li>• Large screen for presentations</li> <li>• Presentations consist of PowerPoint and other windows-based platforms on CCLD's in-house device</li> <li>• Wi-Fi</li> </ul> <p>• Ideal for large assemblies (e.g., commander's calls, conferences, promotions, retirements, etc.)</p>   |
|    | <p><b>Seminar Room</b></p> <ul style="list-style-type: none"> <li>• Two seminar rooms (East and West)</li> <li>• Max capacity is 100</li> <li>• Large 120" screen</li> <li>• In-floor power outlets and Ethernet</li> <li>• White Board</li> </ul> <ul style="list-style-type: none"> <li>• Standard setup seats 63 (9 tables of 7)</li> <li>• Overhead projector on presenters device</li> <li>• Teleconference available</li> <li>• Wi-Fi</li> </ul> <p>• Ideal for mid-size groups (e.g., planning meetings, training sessions, etc.)</p>                     |
|   | <p><b>Collaboration Room</b></p> <ul style="list-style-type: none"> <li>• 10 collaboration rooms                         <ul style="list-style-type: none"> <li>- 8 rooms with two screens; seats nine (9)</li> <li>- 2 rooms with four screens; seats six (6)</li> </ul> </li> <li>• Connection is made via presenters device</li> <li>• Table provides power outlets, Ethernet, and HDMI</li> </ul> <ul style="list-style-type: none"> <li>• Wi-Fi</li> </ul> <p>• Ideal for small working groups or individual</p>  |
|  | <p><b>Director's Conference Room</b></p> <ul style="list-style-type: none"> <li>• Seating capacity: 40</li> <li>• 70" screen for presentations</li> <li>• VTC capable with three cameras                         <ul style="list-style-type: none"> <li>- Global Video System (GVS) and DISA/.MIL</li> </ul> </li> <li>• Table provides power outlets, Ethernet, and HDMI</li> <li>• Teleconference</li> </ul> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• White Board</li> </ul> <p>• Ideal for executive-level meetings and training session</p> |
|  | <p><b>East Terrace Conference Room</b></p> <ul style="list-style-type: none"> <li>• Seats up to 10 at table</li> <li>• Mid-size display screen for presentations</li> <li>• Table provides power outlets, Ethernet, and HDMI</li> <li>• Wi-Fi</li> <li>• White Board</li> </ul> <p>• Ideal for small meetings/working groups</p>   |
|  | <p><b>Distinguished Visitor (DV) Suite</b></p> <ul style="list-style-type: none"> <li>• Private seating area</li> <li>• Separate office to conduct business</li> <li>• Kitchenette (fridge, microwave, sink)</li> <li>• Private bathroom</li> <li>• Mid-size display screen for presentations</li> <li>• Wi-Fi</li> </ul>  |
|   | <p>• Ideal for presiding officer and other special guests</p>  |