



Pay Date: _____
 Staff Initials/Date: _____
 Date of Changes: _____

**CAMP CARROLL
 COMMUNITY ACTIVITY CENTER
 FACILITY RENTAL FORM**

EVENT START TIME: ____:____ EVENT END TIME: ____:____ EVENT DATE: _____

TOTAL RENTAL TIME TO INCLUDE SET-UP & BREAK DOWN: _____

ORG / UNIT: _____ UNIT PHONE #: _____

PRIMARY POC: _____ CELL #: _____

EMAIL: _____

SECONDARY POC: _____ CELL#: _____

**** Additional labor may be charged for hours outside of normal operating hours**

Event Description	Rented Area(s)
UNIT: Official/Unofficial Function: (circle) TYPE OF EVENT/PURPOSE OF USE: EXPECTED PARTICIPATION:	<input type="checkbox"/> AUDITORIUM: 250 MAX ○ Audio/Visual Needed <input type="checkbox"/> OUTSIDE AMPITHEATRE <input type="checkbox"/> Additional Equipment With the exception of chairs/tables additional fees will be charged for equipment rentals for official functions.

*It is the responsibility of the organization to coordinate with Camp Carroll CAC staff before use of any of the CAC Facilities. Call: 0503-363-2294 or DSN 763-2294.

Please complete

EQUIPMENT	QUANTITY, HR/DAY	COST	TOTAL
AUDITORIUM o Audio Visual Needed o No Charge for Official Functions		\$60.00 AN HOUR \$240.00 HALF DAY \$480.00 DAY RATE CHAIRS INCLUDED TABLES AVAILABLE	
OUTSIDE STADIUM No Charge for Official Functions		\$40.00 AN HOUR \$160.00 HALF DAY \$320.00 DAY RATE	
MEETING ROOM		No Charge	
Table Cloths-Rectangle (Each)		\$4.00 Day	
Table Cloths – Round (Each)		\$4.00 Day	
Presidential Podium For use inside CAC only		\$30.00 Day	
Portable Sound System OFF Site	N/A	\$150.00 Day	N/A
Portable PA System (Small)		\$35.00 Day	
Birthday Party Package Includes Bounce House		\$75.00 for 2 Hours \$30.00 each additional hr.	
Charcoal Grill Stationary at CAC		\$5.00 Day, 3EA	
Ice Chest		\$3.00 Day	
Gus Gorilla Suit		\$25.00 Day	
Portable Projector Screen		\$30.00 DAY	
Portable Projector		\$25.00 Day	
Portable PA System with Mixer	N/A	\$150.00 Day	N/A
Spot Light		\$25.00 Day	

For use at CAC only			
TOTAL:		\$	
Completed clean-up & turn-in of Facility		Time: : Staff initials: :	
Cleaning Fees: \$30.00 per hour		Other Charges:	
Reserve before operation hours: hr. x \$30.00 Reserve after operation hours: hr. x \$50.00 These charges will not apply for official functions		Grand Total:	
Total Additional Charges: \$			

Requestor's Responsibility

The organization is responsible for the following:

The facility must be restored to its original condition within one hour of the contracts end time or a cleaning fee will be charged. More time will be granted for cleaning table cloths. Make sure a staff member initials in the above completed clean-up and **turn-in time box**.

1. Before departing the facilities, CAC Staff will inspect to ensure the area is neat, cleaned and organized or returned to the original state.

Staff Initials: _____

2. Empty all trash cans and place a new bag in each trash can (if necessary).
3. Report any damage, if known, to the CAC Staff.
4. Return all CAC equipment.

Facility Reservation:

Official Functions:

Facility Reservations will not be taken by staff members earlier than the two months and will not extend past two months without management approval. **Reservations for official functions MUST have the request signed by the organizations Commander or Command Sergeant Major stating the purpose of the activity/event.** Reservation(s) must be cancelled in writing or in person to management with a valid reason signed by the Organizations Commanding Officer or Command Sergeant Major within 48 hours prior to the event. The facility must be restored to its original condition within one hour of the contracts end time or a cleaning fee will be charged.

Unofficial Functions:

Facility Reservations will not be taken by staff members earlier than the two months and will not extend past two months without management approval. To avoid a 25% cancellation fee (management discretion); a 48 hour cancellation notice must be provided in writing or in person. Organizations/Customers will be allowed to pay no later than two days prior to the events; they will still be held responsible to pay the 25% cancellation fee should they fail to

cancel appropriately and on time as stated above.

Food & Beverage:

Any outside food or beverages **MUST** come from an approved source. **No alcoholic beverages are allowed in the facility. Selling food or beverages within the facility is prohibited.**

By signing below: I agree with the enclosed statement/policies and take responsibility to insure all terms are met within this agreement. This contract is not valid until all of the below parties have signed. Please address questions or concerns to the below management if further assistance is needed. Thank you for your business!

(Print Customer Name): _____

(Customer Signature): _____

(Print Staff Name): _____

(Date & time Staff received contract): _____

Management Signature: _____ **APPROVED / DISAPPROVED**

Mr. Henry Ross FMWR USAG Daegu

Community Activity Center, Camp Carroll

henry.ross27.naf@mail.mil

765-7484/8325



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-MWR-WRC

10 June 2020

MEMORANDUM FOR: Area IV CAC Patron's

SUBJECT: Facility Usage for Large Groups (Auditorium)

1. Due to the continuous impact of the COVID 19 virus; all units requiring facility usage reservations individuals **MUST** provide us with the following information.

- A. The number of people in the attending:
- B. What is the target audience (i.e. Soldiers, off post civilians, mixed group:
- C. Activity planned (i.e. Lecture/classroom, hands-on, combination of both):
- D. Duration of the activity; to include breaks between training sessions:
- E. Social distancing (i.e. Core Tenet compliance plan):

2. This information **MUST** be submitted at the time of the reservation request. This requirement is based on the current HPCON measures enacted and is subject to change at any time.

3. Any request which requires more than 60 participants, **MUST** have the approval of the 1st O-6(Col.) in their chain of command. If tables are required for your function, the allowable number of participants will decrease, since we are limited to a 25% capacity rate for the auditorium.

4. If approved, the staff will schedule your activity based on the facility's availability and the requestor's understanding that social distancing and other measures must be abided by during your use of the facility. This policy will remain in effect until otherwise directed by the Garrison Commander; USAG Daegu.

5. Please contact the Camp Carroll CAC director at: DSN 315-763-5973 or henry.ross27.naf@mail.mil for any questions on this matter.

Henry Ross
Supervisory Recreation Specialist
USAG Daegu

CC
Chief, BRD
Dir, FMWR

