



**FAMILY & MORALE, WELFARE & RECREATION
SPECIAL EVENTS CENTER
RESERVATION REQUEST FORM**

Bldg 1829, Fort Carson, CO 80913
719-524-1163

PLEASE FILL IN COMPLETELY:

UNIT / ORGANIZATION NAME (MIL or DoD)	
POC NAME / ALT NAME (Complete w/Rank)	
WORK / CELL PHONE	ALT WORK / CELL PHONE
PLEASE CHECK: <input type="checkbox"/> MIL <input type="checkbox"/> DOD CIV POC Email: _____	

RESERVATION REQUESTED:

Date Requested: _____ Start Time: _____ End Time: _____
 Food Requested: _____ *****Please note: reservation times include set-up and clean-up*****
 Number in attendance: _____
 Complete Detailed Description of Function and Set-up: _____

Type of Function:

- | | | |
|---|---|--|
| <input type="checkbox"/> FMWR Event/Activity | <input type="checkbox"/> Town Hall Brief/Mtg | <input type="checkbox"/> Homecoming Ceremony |
| <input type="checkbox"/> Military/DoD Briefing/Training | <input type="checkbox"/> ROC Drill | <input type="checkbox"/> Change of Command |
| <input type="checkbox"/> Casing Ceremony | <input type="checkbox"/> Cmty Awareness Event | <input type="checkbox"/> Manifest |
| <input type="checkbox"/> Influenza Immunization Clinic | <input type="checkbox"/> Unit Event | <input type="checkbox"/> Prayer Breakfast |
| <input type="checkbox"/> Holiday Party | <input type="checkbox"/> Retirement Ceremony | |
| <input type="checkbox"/> Other: _____ | | |

Support Requirements: Unit is responsible for setting up items for event and returning the facility back to its original condition upon completion of event. SEC staff will be available to assist with these items, and answer and questions necessary.

- Sound System
 Electrical
 Other: _____

The SEC is a FMWR facility. Primary use of the facility will be prioritized as FMWR first, and then mission requirements coordinated with/approved by DFMWR Plans and Operations (i.e., Homecoming Ceremonies, Manifests, ROC Drills, Emergency Shelter, 4ID, Unit Training Requirements, Change of Commands, Casing Ceremonies, 4ID Band, Prayer Breakfasts, Town Hall Meetings, Influenza Immunization Clinics, Retirement Ceremonies, etc.).

The SEC facility can be used for unit activities on a space availability basis. Reservations for these activities may only be made 30 days in advance of the activity date, and are subject to being bumped at any time for mission requirements. **Reservation requests for unit activities require a signature of acknowledgment as an understanding of this fact. This must be accomplished before the reservation can be confirmed.**

****Alcohol is NOT allowed in any USAG Facility. Any person caught with alcohol not approved by facility manager will be charged a \$200 fee/bottle, regardless of bottle size. Cork-age fees can be discussed on a case by case basis with facility manager approval.**

Room reservation Fees for Unofficial functions are as follows:	
4 Hour Rental	\$600.00
8 Hour Rental	\$1,100.00
Thanksgiving Day-Christmas Day: Holiday Parties (4 Hours) \$400.00	

****Completed forms can be emailed to kelly.d.lovet2.naf@army.mil****

Requestor's Signature _____ Date _____
 Payment Terms: 10% deposit required to secure the facility for NON-Official events. Cancellations are required NLT 10 days prior to your event or you forfeit the deposit. By signing you agree to payment terms, with payment due NLT the day of your event.

FOR OFFICE USE ONLY	
Date request was received:	Manager approval:
Comments:	