

**Fort Belvoir Community Center**  
**MWR/Official Function Room Reservation**  
**Request**



Fort Belvoir Community Center Building 1200, Taylor Road  
Fort Belvoir, VA 22060-5937  
Phone Number: (703) 805-9249  
Fax Number: (703) 805-5470



The Fort Belvoir Community Center provides a ballroom, conference room, and patio area for official military functions, private parties, weddings, and social events of various sizes to authorized DFMWR patrons (IAW AR-215-1) so long as such activities are not for personal gain or organizational profit (IAW DoD Regulation 5500-7-R).

**AVAILABILITY:**

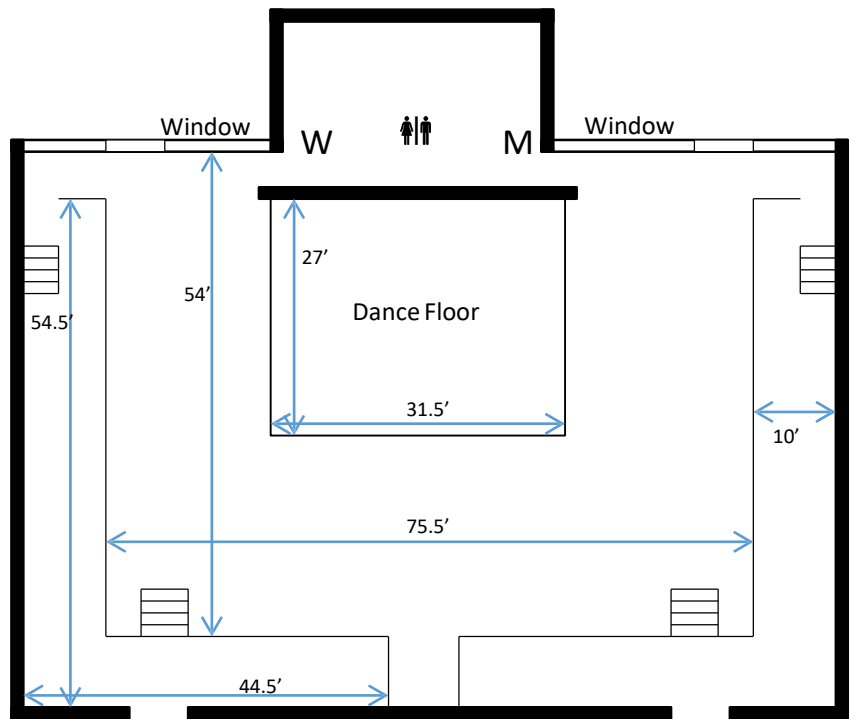
<b>MONDAY - THURSDAY</b>	<b>0800-2200</b>
<b>FRIDAY-SATURDAY</b>	<b>0800-2400</b>
<b>SUNDAY</b>	<b>CLOSED</b>
<b>HOLIDAYS</b>	<b>CLOSED</b>

**RESERVATIONS:**

**IMPORTANT:** The authorized patron responsible for making the reservation must be present on the reservation date and for the event itself. They will be held responsible for all guests and will be the only person contacted for questions regarding setup and the reservation. Reservations are taken on a first come, first served basis at the Fort Belvoir Community Center, Monday through Friday from 0800-1530. Appointments are recommended to view the rooms, make reservations, and discuss room set up as well as make payments.

**CANCELLATIONS:** The customer may cancel this agreement at no cost any time up to 30 days prior to the event date by providing written notice of such election to DFMWR. All reservations are subject to cancellation by DFMWR for various reasons. If a reservation is cancelled by DFMWR, a notice and full refund will be issued to the authorized patron as early as possible. DFMWR will make the best effort to accommodate the reservation request before cancelling. In the situation that an event must be cancelled by the chain of command to include the Community Center Director due to unforeseen circumstances to include inclement weather, a full refund will be issued to the patron.

## Community Center Ballroom



**\*\*Fort Belvoir MWR/Official Function Price ~ \$475 (4 hours) \*\*MONDAY - FRIDAY ONLY\*\***

**\*\*OFFICIAL FUNCTION INCLUDES THE FOLLOWING ONLY: Conferences, Trainings, Change of Command, Retirement Ceremony, Town Halls, Change of Charter and Promotions, receptions are not included.**

Cleaning Deposit ~ \$200 (Refundable)

### **Room Max Capacity**

350 (Standard table setup)

250 (Round table setup)

### **Community Center Ballroom Rental includes:**

Room Set-Up to specifications

### **Packaged items available for rent:**

Projector & Screen

Microphone & Podium

**\$150.00** in addition to room

rental

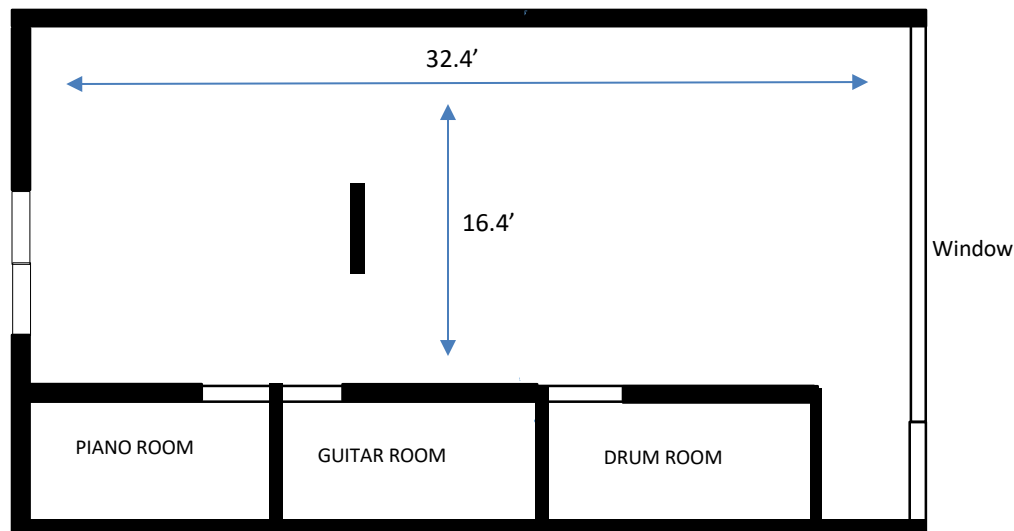
### **Additional Hour**

\$100.00

**Refreshment packages available for all events, for pricing, please inquire within**

**Reservations are only guaranteed upon payment of cleaning deposit. Full payment must be made no less than 30 days before the scheduled reservation.**

## Community Center Conference Room



**\*\*Fort Belvoir MWR/Official Function Price ~ \$200 (4 hours) \*\*MONDAY - FRIDAY ONLY\*\***

**\*\*OFFICIAL FUNCTION INCLUDES THE FOLLOWING ONLY: Conferences, Trainings, Change of Command, Retirement Ceremony, Town Halls, Change of Charter and Promotions only, receptions are not included.**

---

Cleaning Deposit ~ \$50 (Refundable)

### Room Max Capacity

25

### Community Center Conference Room Package includes the following:

Room Set-Up to specifications

### Additional Hours

\$50

### Packaged items

\$85 Portable Projector and Screen

Reservations are only guaranteed upon payment of cleaning deposit. Full payment must be made no less than 30 days before the scheduled reservation.

## **EQUIPMENT RENTAL:**

Various settings, linens, and catering equipment are also available for rent. Such rentals must be paid for in full 30 days or more prior to event date or they will not be authorized. Items can only be picked up 1 day prior to your event. **All rentals are subject to availability.**

<u><b>EQUIPMENT</b></u>	<u><b>INDIVIDUAL COST</b></u>
**Full Plate Settings	\$10 per person
Table Skirts	\$12 ea
Table Linens w/ Napkins	\$7 ea
Overlays	\$10 ea
Backdrop	\$45 ea
Red Carpet (3'x15')	\$35 ea
Chair Covers w/ Sash	\$5 ea ( <b>Rent-Out</b> )
Chair Covers w/ Sash	\$8 ea ( <b>In-House</b> )
Sashes	\$2 ea
Silver Chiavari Chairs	\$8 ea ( <b>275 Max</b> )
Chiavari Chair1 Cushion	\$2 ea
Juice Dispenser	\$10 ea
Coffee Urn w/ Coffee	\$75 ea ( <b>4hrs only</b> )
Buffet Chaffer w/ Sterno	\$35 ea
Portable Bar	\$75 ea
Decorative Column	\$30 ea
White Chairs	\$4 ea ( <b>120 Max</b> )
Red Padded Chairs (Fri-Sun)	\$3 ea
Red Padded Chairs (One Day)	\$2 ea
Rectangular table 6ft	\$8 ea
Round Banquet Table	\$10 ea
Podium	\$50 ea
Screen/Projector/HDMI cable	\$75
Mic (2)	\$25
Cocktail Table w/ cover	\$15
LED Cocktail Table w/cover	\$30
Portable Projector/Screen	\$85
PA system	\$100

**Delivery and setup options available on select items, please inquire within.**

**\*\*FULL PLACE SETTINGS INCLUDE:** plates, silverware, 2 glassware choice, and linen napkins. Price also includes the full set up and break down of these settings.

### **PAYMENTS:**

Payments may be made in person or over the phone. We accept **cash** or **credit card only** (American Express, Master Card, Discover, and Visa are accepted).

### **REFUNDS:**

Refunds will be granted for cancelled room reservations no less than 30 days out from the scheduled event date. **Note: If reservation is not cancelled 30 days prior to scheduled event date a refund will not be granted.** Refunds will be given if an event is cancelled due to inclement weather during which the installation is closed.

### **CLEANING DEPOSIT:**

**Credit card only.** To receive a cleaning fee refund, the authorized patron responsible for the reservation must complete a checklist with the event staff on site to ensure all cleaning has been completed to the facility standard.

### **WIFI:**

WiFi is available throughout the facility but not guaranteed for your event.

### **RESTORATION:**

If any damage occurs to the facility, or if any repairs or replacements are needed to the facility as a result of a renter's event, the renter shall pay DFMWR for such damages, repairs, or replacements upon demand by DFMWR.

### **FACILITY RULES:**

- a. Only table or freestanding decorations are permitted. No decorations of any kind are authorized to be suspended from the ceiling. **Wall decorations are prohibited.**
- b. All decorations must be flame-retardant. Loose confetti, including rice, is not permitted. Bird seed may be used outside of the building only. Complete removal of all decorations is required prior to leaving the facility. The cleaning deposit will not be refunded in the event these policies are not followed. Please see the Cleaning Checklist at the end of this packet.
- c. Patrons are not authorized to leave items at the Community Center overnight, this includes equipment and food. All personal items should be removed immediately after the event. Neither the DFMWR nor the Community Center is not responsible for any items left in the facility that could be lost, stolen, or damaged.
- d. Children under the age of 12 must be accompanied by a parent or guardian at all times throughout the facility.

**\*\*The Community Center does not have individual room thermostats to control heating or air conditioning. During the above specified months, there may be some days when the temperature in the rooms may not be ideal throughout the facility. It may take a minimum of 48 hours to change over the system through an approval and work-order.\*\***

# **DFMWR RESERVATION REQUEST FORM**

Fill in information below

\_\_\_\_\_  
**Name of Requesting Unit/Organization**

\_\_\_\_\_  
**POC (Name of responsible patron)**

\_\_\_\_\_  
**POC Phone Number(s)**

\_\_\_\_\_  
**Email address**

\_\_\_\_\_  
**Date(s) of Function**

\_\_\_\_\_  
**Start/Finish Time of Function**

\_\_\_\_\_  
**Type / Purpose of Function**

\_\_\_\_\_  
 YES  NO

\_\_\_\_\_  
**Number of Attendees**

**Will Event Be Catered?**

**Catering Information**

\_\_\_\_\_  
**Event Coordinator (if applicable)**

\_\_\_\_\_  
**Coordinator Phone Number**

YES  NO

**Is there a VIP list?** If yes organization must provide a list of VIP's invited to and attending the event.

I \_\_\_\_\_ am not holding a function or activity for personal gain or organizational profit. I understand IAW DoD Regulation 5500-7-R Government facilities may not be used for personal or private gain.

YES  NO

**Is the facility being utilized for a fund raising activity?** If yes organization must provide a request for fundraising.

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Date**

**DFMWR SITE RESERVATION AGREEMENT** (please print)

Designated Representative: \_\_\_\_\_  
Last Name, First Name, MI Rank

Mailing Address: \_\_\_\_\_

Contact: (H) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Check and initial where applicable:

I am catering the event.

\_\_\_\_\_ I understand that MWR is not responsible for any catering duties such as; serving, cleaning or replenishing any foods.

\_\_\_\_\_ I understand that my caterer must be at the event for setup NLT 1.5 hours prior to the start of the event.

No Alcoholic Beverages will be served.

Alcoholic beverages (beer and wine only) will be served during non-duty hours only; approval from the DFMWR is required.

I request an exception to the alcoholic beverage policy so that alcoholic beverages may be served during duty hours. **Approval** from the Garrison Commander is required.

I am requesting use of this facility for a fund raising event, approval from the Garrison Commander is required.

Fort Belvoir Community Center Staff will complete the following:

Facility Fee Receipt Date \_\_\_\_\_ \$ \_\_\_\_\_

Alcoholic Consumption Approval Date \_\_\_\_\_ DFMWR  
Approval Date \_\_\_\_\_

Notes

\_\_\_\_\_  
\_\_\_\_\_

I \_\_\_\_\_ am not holding a function or activity for personal gain or organizational profit. I understand IAW DoD Regulation 5500-7-R Government facilities may not be used for personal or private gain. I further understand that if this facility is being used for a fund raising event, prior approval must be received from the Garrison Commander or his designated representative.

**As the authorized representative of the stated group wishing to use this facility**, I have read and understand the Fort Belvoir Facility Standard Operating Procedures to include the applicable rules and regulations for facility usage. I will comply with them and accept responsibility for the conduct and actions of the stated group and for the use of the above stated facility.

If alcoholic beverages are served, I will assure that nobody departs from the function while operating a vehicle under the influence of alcohol.

I understand that submitting false statements will result in the loss of fees and cancellation of the event without prior notification.

\_\_\_\_\_  
Designated Representative POC/Unit Commander

\_\_\_\_\_  
Date

# Fort Belvoir Community Center Facility Use and Cleaning Checklist

Today's Date: \_

Event POC: \_

Phone: \_

Email: \_

Cleaning fee deposit will be refunded only after this form has been completed and the terms of the agreement have been met. Refund will be made the next business day following the event if paid by credit card. The person requesting the facility use agrees to abide by the following requirements:

- The facility will be left as clean as previously set up. A facility cleaning checklist will be provided; both the patron and a Community Center Staff Member will sign after use.
- All equipment will be supervised by an adult and returned undamaged. In the event that damage occurs, the contact person will be responsible for repair or replacement of the item.
- Caterers are responsible for cleanup and disposal of all their trash and boxes in the kitchen.** It is the responsibility of the renter to ensure the caterer is aware of their responsibilities. If the caterer does not follow guidelines, the renter risks losing the cleaning deposit. Caterers are not authorized to bring or serve alcohol at any time.

Signature:

DATE:

## Cleaning Checklist

Please mark all check boxes on the far-left hand side indicating that the person responsible has left the facility clean and in same condition prior to the event.

- All table and chair decorations have been fully removed.
- All floor decorations have been fully removed to include no signs of confetti or gum.
- All wall decorations, if any, have been fully removed, including the push pins.
- All equipment rented, if any, has been returned.
- There is no damage to report.
- All trash has been fully removed **each day** and taken to the dumpster

Signatures:

Event POC:

DATE:

Community Center Staff:

DATE: