



# Army Community Service Family Outreach Center and Annex Request

POC Rank & Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Sponsoring Unit / Organization: \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

**\*\*The FOC/Annex is only available for official functions, trainings, SFRG meetings and other official purposes\*\***

Commander's Signature of Event Approval: \_\_\_\_\_

Commander's Name/Email/Phone Number: \_\_\_\_\_

Building Requested:

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

\*If requested multiple/reoccurring please list:

### General Terms & Conditions

- \_\_\_ • **Keys must be returned no later than 1300 hours, the next business day, to the Command Support Center, building 35200. Commander or 1SG must sign for key for weekend events.**
- \_\_\_ • Applicant must remain on premises during the reserved period and is responsible for the venue in the absence of ACS staff.
- \_\_\_ • Applicant is responsible for the condition of the Family Outreach Center/Annex when applicable after the use of the facility. Cleaning of areas used must be accomplished immediately upon completion of function/event (same day). Applicant is responsible for performing the following cleaning tasks:
  - \_\_\_ • Wipe off surfaces of tables
  - \_\_\_ • Restore room to original design (furniture placement)
  - \_\_\_ • Clean bathrooms
  - \_\_\_ • Remove all trash, replace trash bags in receptacles, clean up any scattered trash
  - \_\_\_ • Sweep and mop floor (Swiffer provided)
  - \_\_\_ • Wipe all counters
  - \_\_\_ • Clean microwave, if used
  - \_\_\_ • Wash dishes, clean sink when done
  - \_\_\_ • Please note: you must bring your own supplies: plates, cups, napkins, tablecloths, utensils, ice, etc. Pots and pans, kitchen towels, dish-washing detergent must also be provided
  - \_\_\_ • Check and secure all doors and deadlocks before leaving.
- \_\_\_ • **NO ALCOHOLIC BEVERAGES, SMOKING OR PETS/ANIMALS** of any kind permitted on the premises.
- \_\_\_ • Use of the facility for fundraising purposes is strictly prohibited.
- \_\_\_ • All doors, deadlocks and windows must be secured before leaving the building.
- \_\_\_ • If property is stolen, the applicant will be subject to a Report of Survey investigation.

**Applicant Signature & Date**

Please email form to: [usarmy.gordon.id-training.mbx.acs-building-reservations@army.mil](mailto:usarmy.gordon.id-training.mbx.acs-building-reservations@army.mil)

**FOR OFFICE USE ONLY**

Request Approved: \_\_\_ Yes \_\_\_ No Approving Authority \_\_\_\_\_

\*If no, reason for denial \_\_\_\_\_