



Community Center Guidance and Rules Ellsworth AFB, SD

Reservations: Active Duty, Retirees, DoD Cardholders, Civilians, and Contractors or their Adult Dependents may make room reservations. Reservations from dependents under the age of 18 will not be accepted. Eligible patrons can be an Event Sponsor for a non-ID cardholder but will assume full responsibility for event and patrons attending event.

Reservation Forms: All event requests will be submitted no later than (NLT) 3 business days prior to facility use and will require 48 hours written notice of cancellation. Submitting a reservation does not guarantee the room is available. A representative from the Community Center will contact you to confirm date and time. Additional time may NOT be added the day of the event without prior approval from management.

Reservation Hours: Private use can be scheduled between Monday through Sunday from 8:00 AM to 11:00 PM and Official Mission/Squadron functions can reserve between Monday through Friday from 8:00 AM to 5:00 PM.

Capacity: The Event Sponsor must comply with the room capacity limit of 297 guests for the large ballroom and 72 for the conference room.

Inspection: Event Sponsors are required to inspect the facility prior to use. Any facility issues or problems must be reported immediately to the Community Center staff on duty. The Sponsor will be financially responsible for any damages that occur to the facility or equipment during use.

Setup: Event Sponsor will be responsible for ensuring the facility meets all setup requirements 1 hour prior to event.

Teardown/Clean Up: Will be completed no later than 30 minutes after the conclusion of the scheduled event. If additional time is needed management approval is required prior to date of event. Parties shall adhere to the following instructions for clean-up of room rental: Dispose plastic ware, food, decorations, etc. in proper receptacles. Sponsors are required to properly clean up any/all vomit or other bodily fluids. If such items are not properly cleaned, an additional \$100 cleaning fee will be assessed.

Food: Catering and bar services is available through the Dakota's Club only and can be contacted at DSN 675-1760 or commercial (605) 385-1760. The only exception for outside food will be cake/dessert and that food must have prior coordination and adhere to 2009 U.S. Public Health Services FDA Food Code standards <http://www.fda.gov/downloads/Food/GuidanceRegulation/UCM189448.pdf>. The Community Center is not responsible for assisting with event catering at Dakota's Club.

Alcohol: A reservation requesting to serve alcohol must be coordinated through the Dakota's Club. The Community Center is not responsible for assisting with/coordinating event catering for alcohol. Community Center staff are not authorized to serve alcohol to patrons. The Dakota's Club will provide alcohol servers at a nominal fee, furthermore the sponsor must provide designated drivers, with contact numbers, no later than five business days prior to the scheduled event. Per AFI 34-219, Para 2.1.6.3, the sponsor remains primarily responsible for the safety of their guests who attend where alcoholic beverages are served. In addition, two Project Officers must be identified and have a valid active or retired military, DoD, NAF or contractor identification card.



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These individuals will be responsible for the following:

- Ensuring the minimum legal drinking age is strictly enforced, must be 21 or older.
- Designated drivers are appointed and have received training on the Dram Shop Theory.

Outside alcoholic beverages are strictly prohibited; anyone in violation of this rule will be removed from the premises by 28th Security Forces. Furthermore, the 28th Force Support Commander has the authorization, per AFI 34-101, Para 3.13., to remove patrons from utilizing FSS facilities. Subsequent violations of this rule will result in further action to include permanent banishment from the facility.

Off-Base Guests: Event Sponsor maintains the responsibility of all off-base guests to include clearance through 28th Security Forces, in addition to maintaining the accountability for escorting guests on base.

Reserved Activities for Minors: The Community Center will not provide staff to serve as chaperones as this is the responsibility of the event sponsor. A ratio of at least one adult for every 12 minors in attendance is required. A minor is considered anyone under the age of 18; excluding an active duty member.

Conduct of Event: For the duration of the event, the event sponsor and guests must abide by and comply with the applicable policies, regulations and laws. The event sponsor is responsible for the actions of guests and for any damages or loss incurred during the event. Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your user agreement contract constitute a breach and may result in actions to include cancellation of rental period and immediate dismissal/removal from the facility.

The Community Center reserves the right to refuse entry or service to and remove from the premises any person, staff members have deemed to be behaving in an improper, abusive manner or in a manner not befitting. *(All events must be in good taste and be appropriate to be hosted by the 28th Force Support Squadron; any event that would bring discredit upon the Sponsor, 28th Force Support Squadron, or the Air Force will not be allowed from utilizing the space.)*

Staff: There will be a minimum of one Community Center staff at all events. If there are any issues with the staff the Sponsor may contact the Community Center Manager during duty hours, Monday through Friday from 9:00 AM to 5:00 PM at (605) 385-1780. The Community Center Manager will serve as the point of contact to resolve any discrepancies between the user and staff. If the Community Center Manager is the staff member on duty all discrepancies will be handled by the Community Services Flight Chief.

Destruction of Government Property: Deliberate destruction, defacing and/or misuse of government property is subject to disciplinary action under Air Force directives. Fees and fines may be assessed based on the scope of destruction.

Liability: The Community Center will NOT be held responsible for lost or stolen articles or merchandise left on the premises prior to, during, or following an event. We reserve the right to inspect and control all events on premises.



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Event sponsor initials the below checkboxes indicating they understand the guidelines and responsibilities.

- The facility is rented as is. Alterations to the facility are not permitted: pictures, trophies, lamps, furniture, and other day-to-day decorative accessories may not be relocated or removed from the premises.
- The usage of candles/open flames is not permitted. (*Require FD approved*)
- No rice, confetti, birdseed, or other unapproved “celebration materials” shall be allowed inside or outside of the facility. Please check with Community Center Staff to determine if a certain material is authorized.
- No drinks allowed on the dance floor.
- All foods, drinks and any other materials that stain, damage or otherwise disfigure flooring, walls or any other part of room will incur cleaning charges to remove the damage.
- Furniture arrangement must be approved prior to the event. While every effort will be made to arrange all furniture at the request of the Event Sponsor, the Community Centers reserves the right to adjust furniture as necessary to allow for safety, traffic, and prevent damage to walls or other reasons it deems necessary.
- A joint walk-through will be requested after the event to determine cleanliness and if damage has occurred to the facility.
- If alcohol is served during the event, it must be consumed within the Dakota’s Club/Community Center. All alcohol must be dispensed by approved bartenders.
- The Community Center is a non-smoking facility. All smoking should be done on the parking lot on the South end of the building, and the cigarette butts disposed of properly. Event Sponsor is responsible for picking up cigarette butts in front of the building, around front door area and deck area after the event. The use of chewing tobacco, snuff or any other smokeless tobacco product is strictly prohibited.
- No gambling is allowed within the facility.
- The Community Center staff would like our guests’ event to be memorable and as special as possible. We recognize that celebrations often include children. We ask that parents and other adults maintain supervision of all minors, in an effort of averting preventable accidents. Children should be kept from running violently, throwing food or other objects, standing on tables or chairs, hanging from or on doors. Children should at no time be allowed in the kitchen or outside if unsupervised. The Community Center shall not be responsible for injuries to unsupervised children. Event Sponsors shall be responsible for all damages incurred from children.

Printed Name

Signature

Date