

Chievres Community Activity Center (CAC)

0600-1900 weekdays

0900-1700 weekends

Questions or reservations:

DSN: 597-5297

Comm: +32 68 25 5297

Facility Manager:

Ian Pratschler

DSN: 597-5295

Comm: +32 068 25 5295

CAC Event Reservation Info:

Cost:

\$75/session (Half-Court)

\$150/session (Full-Court)

Reservation includes: CAC

(Gym Floor)

2 Tables with 2 benches 2

trash cans



Community Activity Center Reservation Request

Activity/Function:

Date of Function: ____/____/____

Time:

Name/Unit/Organization:

Point of Contact:

Phone Number: DSN:

Cell:

Number of Guests (approx.):

Description of Event:

I have read and understand the following:

Event is blocked for a maximum of 4 hours, if you would like additional hours it will cost \$20 per hour. Our Staff will have the area ready for you, at the beginning of your session. **PLEASE NOTE:** Your event time slot starts at the time indicated; you are not authorized additional time for set up or tear down. Please plan ahead.

Reservations are "First Come, First Serve", and are not final until payment is received.

CANCELLATION POLICY: Cancellations must be made 48 hours in advance of the event start time.

CLEAN UP POLICY: The rented CAC area will be cleaned and free of trash, food and spills by the end of your scheduled event time. A final walk through of the area will be performed by a staff member at the close of your event. **A \$50 cleaning fee may be charge for areas that require additional cleaning.**

Customer Signature _____ Date _____

CAC Employee Name _____