Community Activities Center
RESERVATION POLICY

Eligibility

Picatinny Active duty service members and their families for any type of social function/party or meeting.
Official meetings/classes for the **Picatinny Military Community**.
Other Civilian Meetings **as deemed appropriate** by the ACS Chief and the Garrison Commander.

Reservations

Reservations will be limited to one major holiday function per calendar year per family unless approved by the ACS Chief.
Reservations will be taken on a first come-first served basis.

Cost

No charge (rental deposit of $50/$100- see below).

Rental Deposit

Rental Deposit of $50 for one room or $100 for entire building is required at the time the key is picked up (checks only).
ACS has full authority to determine if there is damage to the building or if the building does not meet set forth standards (as deemed in the facility checklist).

-If damage has occurred and/or the building has not been cleaned properly, the rental deposit will be processed and the money will be used to repair damages and/or clean the facility.
-If the cost to fix the damage or cleaning expenses exceeds the rental deposit fee, the patron is responsible for paying the difference. Payment must be made within 30 days.
-If the building has passed inspection from ACS, then the deposit will be returned.

You may not tape, nail or hang anything on the walls or ceilings.

Keys

The key can be picked up at the ACS office, Bldg 34N, the day of the event before 1400.

-If the event is held on the weekend/holiday, the key must be picked up by 1400 on Friday or the day preceding the holiday.

The key must be returned (with the signed facility checklist) to ACS, Bldg 34N **by 1200 the following day.**

-If the event is held over the weekend/holiday, then the key must be returned by 1200 on Monday or the next business day.

Equipment

All equipment (tables, chairs, kitchen equipment, etc) must be put back to the original set-up. A diagram for each room will be supplied.

Cleaning/Supplies

You must bring your own cleaning supplies.
You must bring your own garbage bags.
You must bring your own bathroom supplies (soap, toilet paper and hand towels)
Carpets must be thoroughly vacuumed.
Kitchen floor must be swept and floors mopped (if used)
All kitchen equipment (refrigerator, dishwasher, coffee pot etc) must be emptied, cleaned and put away.
All trash must be placed in the dumpster located outside the building by the teen center.
Bathrooms must be cleaned and their trash receptacles emptied.

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Community Activities Center
FACILITY CHECKLIST

This checklist has been provided to ensure nothing is overlooked when booking and then using the facility. We ask that you initial each item based on your own observation when entering the building and then use it as a reminder after your event. If you find anything wrong with the facility, please report it as soon as you enter the building. The ACS office phone number is 724-7247. If after hours, please report major/potentially dangerous problems to Picatinny Police Department at 724-7273.

IN Time:_____ OUT Time:_____

Please fill out the information below and return this form to ACS when returning the key.

	IN		OUT	
Tables & chairs in place according to diagram.	**Y**	**N**	**Y**	**N**
Tables clean.	**Y**	**N**	**Y**	**N**
Floors vacuumed	**Y**	**N**	**Y**	**N**
Garbage removed	**Y**	**N**	**Y**	**N**
All windows secured.	**Y**	**N**	**Y**	**N**
Temperature set at 65 degrees	**Y**	**N**	**Y**	**N**
Bathrooms cleaned.	**Y**	**N**	**Y**	**N**
Kitchen cleaned.	**Y**	**N**	**Y**	**N**

Damages and/or other notable observations:_____

_____

_____

_____

I understand that as the POC for this event, I am responsible for this facility and that it is my obligation to follow the rules and clean-up procedures. My security deposit will be used to clean/repair any items that are damaged. If the damages or cleaning comes to more than the deposit, I will be liable to pay any additional charges. Repeat offenses will result in denied use of the facility. Any violations will be reported to the Garrison Commander.

POC Signature:_____ **Date:**_____

ACS Staff initials:_____ **Date:**_____

Community Activities Center
RESERVATION SHEET

The Army Community Service (ACS) staff is pleased that you have chosen the Community Activities Center. We request all users take particular care in ensuring this facility is kept in optimum condition for all to enjoy.

Customers reserving this facility for parties/events/meetings are required to leave a $50 security deposit for use of one room, or a $100 deposit for use of the entire building. A personal check is required to reserve the facility at the time you pick up the key. Your check will be returned in full unless there is damage to the facility (upon inspection by the ACS staff) after your immediate use and/or if additional cleaning is deemed necessary after your immediate use. If repairs for damage and/or cleaning amount to more than your deposit, you will be held liable for the additional charges.

Guest Lists:

You must submit a guest list to ACS two days prior to the event/meeting. (If your guests all have military ID's, a guest list will not be necessary.)

INFORMATION

Date Requested:_____ Start time:_____ End Time:_____

POC:_____ Home/work Phone:_____

Cell Phone:_____

Home/installation address:_____

Type of Function: personal party meeting fundraiser other_____

Number of guests:_____ Room(s) requested: The Forge The Bunker Kitchen

Key Number:_____ Sign Out Date/time: _____

Key Given To:_____ By ACS Staff_____
(Signature of person receiving key)

Deposit taken by ACS Staff:_____ Amount of Deposit:_____

Key Returned Date/Time:_____ Deposit Returned:_____ACS Staff:_____

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