



Army Community Service Family Outreach Center Request



POC Rank & Name _____ Date Reserved _____

Sponsoring Unit / Organization: _____ Work Phone _____

Cell Phone: _____ Email: _____

Commander's Signature of Event Approval: _____

Commander's Name/Email/Phone Number: _____

Type of Function: _____

Date of Event _____ Begin Time: _____ End Time: _____

Requested Area

A. Lobby Area

B. Classroom

C. Entire Building

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 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.
- **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 and windows must be secured.
- If property is stolen, the applicant will be subject to a Report of Survey investigation.

Applicant Signature & Date

Please email form to: usarmy.gordon.imcom.mbx.acs-social-media@mail.mil

FOR OFFICE USE ONLY

Request Approved: ___ Yes ___ No Approving Authority _____

*If no, reason for denial _____