

# MOLESWORTH PAVILION RESERVATION FORM

## AREA OF RESPONSIBILITY

Name \_\_\_\_\_ Rank \_\_\_\_\_ Unit \_\_\_\_\_

Duty Ph. \_\_\_\_\_ Home/Mobile Ph. \_\_\_\_\_

Date/Day \_\_\_\_\_ / \_\_\_\_\_ Time Start \_\_\_\_\_ Time Finish \_\_\_\_\_

I will ensure compliance with the following listed requirements:

1. This facility will only be used for private parties.
2. Commercialized functions or those, which compete with FSS activities, are prohibited.
3. Liquor, beer, and wine will not be sold. (Ref. AFI 34-219\_423ABGSUP para 2,1,6,2)
4. Ticket sales/entry fees or other forms of service or product sales will not be conducted.
5. Personnel who bring alcoholic beverages for their personal consumption will exercise propriety and moderation.
6. The facility/area will be left clean, trash bins will be emptied, and personnel will replace bin liners. Trash bin contents will be placed in the large dumpster next to located in adjacent parking lot. (If area on arrival, is not in satisfactory condition, call CE service desk 268-3555 or 01480-84-3555) EMERGENCY FIRE TELEPHONE NO; 01480 841911
7. Clean BBQ grill and ensure coals are fully extinguished. **(WET ALL COALS PRIOR TO PLACING IN APPROPRIATE BIN THAT IS PROVIDED)**
8. Report any damage to the ODR Staff immediately. (268-3734, 01480-84-3734, or email stuart.perry@alconbury.af.mil)
9. In the event the facility is left in an unacceptable condition the Force Support Squadron Commander will be notified that further clean up by the users is necessary, and/or POC may be barred from future use.
10. All pets must be kept on a lead. All pet waste must be properly disposed of prior to departing Pavilion Area.
11. All cigarette butts must be deposited in butt can and not left on grounds area

I \_\_\_\_\_ hereby acknowledge responsibility for the use of the **Picnic Pavilion** on \_\_\_\_\_ for the purpose of \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_