

18TH Force Support Squadron

Youth Programs Facility Reservation Request

Requestor Name: _____ Squadron/Unit: _____ Duty Ph: _____ Home Ph: _____

Date(s)/Time(s) Requested for Reservation: _____

Description of Activity: _____

Please print, Area Requested: _____

1. Reservations for Youth Programs facilities will be accepted on a first come, first served space-available basis. Kadena Youth Programs (YP) activities, events and special functions will take priority over reservation requests received from individuals, outside programs, private organizations and squadron/unit functions.
2. YP reserves the right to cancel reservations made by individuals, private organization, outside organization and squadrons/units to accommodate priority activities. Facility managers will provide as much advance notice as possible for cancellations or changes and make every attempt to arrange for alternate accommodations for persons/organizations affected by cancelled or changed reservations. All reservations are automatically cancelled in TCCOR TC- 1.
3. Individuals, outside programs, private organizations or squadrons/units that rent or reserve YP facilities are fully responsible for the set-up and cleanup of the reserved area. Individuals/organizations are responsible for providing all equipment (to include but not limited: audio/visual, safety, sports gear, etc.) needed for their respective activity or event.
4. Food and non-alcoholic beverages may be brought into identified areas of the respective YP Facility, with the Manager's approval. Gambling, smoking and the presence of alcoholic beverages or illegal drugs are prohibited at all times. Any individual/organization engaging in gambling, smoking, consuming alcoholic beverages/illegal drugs, etc. in a YP facility, will immediately forfeit reservations and rental fees. Use of YP facilities for personal or organizational gain is prohibited. Any violations of the above will result in 18th Security Forces Squadron being contacted.
5. Individuals/organizations renting or reserving YP facilities may re-arrange furniture to accommodate the needs of the activity or event. However, prior authorization from the facility manager is required and must be annotated in writing on the reservation form. Pool tables, in-house DJ light/equipment, televisions, video games and other electronic equipment will not be moved at any time.
6. The point of contact reserving a YP facility is responsible for each individual's conduct and behavior while utilizing the reserved area. Children must be supervised by adults at all times, and pets are not allowed. Managers will discuss rules pertaining to the usage of the facility with customers in advance, and YP policies and procedures will be adhered to at all times.
7. Individuals/organizations reserving/renting YP facilities may decorate the reserved areas, with advance coordination and approval by the facility manager. Tape, nails or other permanently damaging materials will not be applied to painted walls at any time. The reserved area must be returned to its original state, prior to the responsible individual/organization that requested the reservation departing.
8. Military organizations participating in official military exercises or for squadron/unit physical training sessions will not be charged to use YP facilities during regular operating hours. Support for official requests outside of operating hours will be handled on a case-by-case basis. Squadron/unit parties, private organization events/activities, or other special functions will be required to pay applicable rental fees required of individuals, private organizations or outside programs.
9. A \$25.00 Clean-up deposit is required for all indoor facility reservation. This fee will be refunded if the area is returned to its original condition after reservations is complete. Users must clean up within the time period requested within their reservation.
10. The requesting individual/organization and all participants (not the 18th Force Support Squadron) assume the inherent risks of the proposed activity. For individuals/organization utilizing, YP facilities for high risk activities for high risk activities (such as active and /or contact sports, etc.), the requestor is required to provide proof of appropriate personal and/or organizational liability insurances.

I, _____ have read and understand the Youth Programs Facility Reservation Requests Guidelines. I agree to follow each of the above guidelines, and will coordinate with the manager of the YP facility requested and inform them of any concerns that may arise.

Requestor Signature/Date

18FSS Approving Official Signature/Date