



Last Frontier Community Activity Center (LFCAC) Rental Agreement



Name of Event:		
Event Date:	Reservation Start Time:	Reservation End Time:
Approx. # of Guests:	Event Start Time:	Event End Time:
Organization and/or Sponsor's Name:		
Name of Event Coordinator If Other Than Sponsor:		
Phone Number:	Email:	

Thank you for selecting The Last Frontier Community Activity Center for your event. We appreciate your business.

Authorized Users include the following: Soldiers, Families, Retirees and DoD Civilians. (Must have valid ID)

Rental Item:	Rental Fees:	Hours:	Total:	
Ballroom - Maximum occupancy up to 200 people. Includes 1 bouncy hut if requested, (reduces room occupancy to 150) Yes / No	\$75/hr* (*minimum 2 hours, includes set up and clean up time)			
Inflatable Obstacle Course w/ Ballroom Rental - occupancy reduced to 100 people	\$75/hr* (*same number of hours as coordinating Ballroom rental)			
Facility before/after hours fee -Any special scheduling before or after operating hours will be \$75.00 per hour , due to special staffing and scheduling requirements.	\$75/hr* (*includes set up and clean up time)			
Conference Room – Maximum occupancy up to 40 people	\$30/hr* (*minimum 2 hours, includes set up and clean up time)			
Quiet Room – Maximum occupancy up to 16 people	\$20/hr* (*minimum 2 hours, includes set up and clean up time)			
Downstairs Party Area – Maximum occupancy 25 people Area #1 Area #2 Area #3 Area #4	\$20/hr* (*minimum 2 hours, includes set up and clean up time)			
Laser Tag Unlimited – (outside of normal Laser Tag hrs.)	\$75/hr* (*2 hour minimum, ask staff for details)			
Tablecloth/Napkin Rental (must be inspected – initial below)	\$6/per linen/per day*			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Check-Out</td> <td style="width: 25%;"></td> <td style="width: 25%;">Check-In</td> <td style="width: 25%;"></td> </tr> </table>		Check-Out		Check-In
Check-Out		Check-In		
TOTAL DUE FOR RENTAL:				

For Internal Use Only

LFCAC Staff Member:	Today's Date:
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RENTAL RESERVATION POLICY:

_____ (Initial) Payment is due at time of reservation and a signed copy of this agreement must be obtained within 3 business days of making a reservation. If signed contract is not received within 3 business days, the reservation will be cancelled.

RENTAL CANCELLATION POLICY:

_____ (Initial) Reservations must be cancelled at least 7 days prior to reservation date to receive a full refund. Any reservation cancelled less than 7 days will not receive a refund. If the user makes the reservation within the 7 day window, no refund will be offered if a cancellation occurs.

Alcohol Policy:

_____ (Initial) **No alcohol can be brought into the Last Frontier Community Activity Center from outside sources; all alcohol must be purchased and distributed from FMWR (AR 215-1, para 10-8c).** Alcohol requests will be initiated upon signing of Rental Agreement.

Linen Policy:

_____ (Initial) Linens will be chosen upon signing of Rental Agreement. Linens that are rented will be inspected before & after LFCAC reservations, as well as at the time of pick-up & drop-off. If damages are reported upon return, customers are in charge of paying the replacement fee.

For pickups, date of return _____

It is understood by parties concerned that the Last Frontier Community Activity Center is operated and maintained as a Family and Morale, Welfare, and Recreation facility for the primary use of Soldiers, Families, Retirees, and DoD Civilians to Fort Wainwright, Alaska or directly supported by it. All parties must adhere to the carrying capacity of the rooms being rented. If more people show up for a party than is expected you will be charged an additional room rental fee to use another space, if available. If not available, you will be required to reduce the size of your party to room capacity.

User is responsible for setting up and breaking down/cleaning the room within the time that the room is rented. **You will be assessed an additional fee if you show up early or run late. HANGING/ATTACHING WALL DECORATIONS IS NOT PERMITTED** in any of the downstairs areas – this includes, but is not limited to, attaching items to the wall by means of tape, tacks, putty, nails, etc. **Failure to comply will result in a damage charge; the amount will be determined by management.**

Room rental fee includes use of the space, tables, and chairs. Laser Tag is not included in the price of the room rental.

If you do not leave the area clean you will be charged an additional “cleaning fee” equal to one hour of your room rental amount, and it will be placed against your household account.

Room Layout Details:

*** I certify that I have read, understand, and agree to comply with the above requirements for the use of the Last Frontier Community Activity Center, Building 1044, Fort Wainwright, Alaska.***

Signature: _____ **Date:** _____

Please contact LFCAC staff (907)353-7755 with any questions or concerns.

For Internal Use Only – Rental Fee Payment

LFCAC Employee Signature: _____ Date Received: _____

Receipt Number: _____ Rental Amount Paid: \$ _____ Reserv. # _____