



Last Frontier Community Activity Center (LFCAC) Rental Agreement USAG Alaska Facility Use



Name of Event:		
Event Date:	Reservation Start Time:	Reservation End Time:
Approx. # of Guests:	Before/After Business Hours Fees Apply: \$ 75.00 per hour	
Unit / Organization:	Phone:	
POC:		
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 Requirements:	Hours:	Total:				
Accountability List - Violations of the contract policies will result into a six month period in which your unit will be unable to receive the waived rental rate with the LFCAC. Limit to one room rental (using waived rental rate) per month	A Company Commander's Memo is required to receive rental rate. A designated POC needs to be authorized in the memo for waived rental rate to apply. Must be reserved in person.						
Ballroom - Maximum occupancy up to 200 people with 3 hour waived rental rate (includes set up, break down and cleaning of the space) No Bouncy Hut included	\$75/hr *Waived rental rate for maximum of 3 hours*						
Bouncy Hut rental - in conjunction w/ Ballroom Rental - occupancy reduced to 100 people	\$25/hr (3 hour minimum)						
Conference Room - Maximum occupancy up to 40 people	\$30/hr *Waived rental rate for maximum of 3 hours*						
Quiet Room - Maximum occupancy up to 16 people	\$20/hr *Waived rental rate for maximum of 3 hours*						
Downstairs Area - Maximum occupancy up to 100 people (Available Monday - Wednesday ONLY) Downstairs Laser Tag is not included in the waived rental rate.	\$20/hr *Waived rental rate for a maximum of 3 hours*						
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) <table border="1"><tr><td>Check-Out</td><td></td><td>Check-In</td><td></td></tr></table>	Check-Out		Check-In		\$6/per linen/per day*		
Check-Out		Check-In					
TOTAL DUE FOR RENTAL:							

For Internal Use Only

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

____ (Initial) Reservations must be cancelled at least 7 days prior to reservation date. Any reservation cancelled less than 7 days will be put on the accountability list. This results in a six month time period in which your unit will be unable to utilize the waived rental rate with the LFCAC.

Cleaning Policy:

____ (Initial) If you do not leave the area clean you will be added to an accountability list, it will be placed against your unit household. Violation results in a six month time period, in which your unit will be unable to utilize the waived rental rate with the LFCAC.

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 expected, you will be required to reduce the size of your party to room capacity. Room rental includes use of the space, tables, and chairs.

Laser Tag is not included in the waived rental rate, regular Laser Tag rates apply.

Your organization is responsible for setting up and breaking down/cleaning the room within the time that the room is rented, going over the 3 hour limited time period, will place you on the accountability list and you would be notified. Cancellations must be done at least 7 days prior to reservation with waived rental rate, otherwise it will be considered a NO show, which will result in placing the unit on the accountability list as well.

HANGING/ATTACHING WALL DECORATIONS IS NOT PERMITTED in any of the rental rooms – 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.

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

Signature: _____ **Date:** _____

Please contact LFCAC staff (907)353-7758 with any questions or concerns.

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LFCAC Employee Signature: _____ Date Received: _____
Receipt # : _____ Rental Amount Paid: \$ _____ Reservation #: _____