

FACILITY REQUEST FOR USE OF SAND ISLAND HONOLULU FACILITIES

Requestor: _____
 Unit: _____
 Email: _____

Phone (W): _____
 Phone (H): _____
 Fax: _____

1. I request permission to use the following Coast Guard facility:

Base Facilities

- _____ Gymnasium
- _____ Pool (max cap 95)
- _____ Ball Field
- _____ Picnic Area
- _____ Pavilion
- _____ Tennis Courts

Club 14 Facilities

- _____ Banquet Room (max cap 132)
- _____ Game Room / Bar (max cap 79)
- _____ Dining Room (max cap 65)
- _____ Lanai / Pavilion (max cap 200)

Wailupe Facilities

- _____ Community Center (max cap 60)
- _____ Pool (max cap 60)
- _____ Tennis Court

Special Request Items

***Pre-arrangements must be made for the following items**

- _____ Food and Beverage Call 842-2961/2973
- _____ Coffee (75¢/person or \$7.50/pot)
- _____ Catering
- _____ Computer and Projector w/ Sound*
- _____ Computer and Projector w/o Sound*
- _____ Overhead Projector and Screen*
- _____ DVD
- _____ VCR
- _____ Power Point w/ Sound*
- _____ Power Point w/o Sound*
- _____ TV

From: _____ To: _____
 (Include set up & clean up time)

Day(s) / Date(s) of event. List all dates if multiple and days of week

2. Purpose: _____

Approx # attending: _____ Active Duty Military _____ Civilians _____ Reservists _____ Retired _____

3. I request permission to serve alcohol at this function. _____ Initial here. BY INITIALING THIS STATEMENT I WILL ENSURE THAT NO INDIVIDUAL ATTENDING THIS FUNCTION OPERATES A VEHICLE WHILE LEGALLY INTOXICATED.

4. I agree to reimburse, indemnify, and hold harmless the Coast Guard, the Coast Guard MWR program, its agents and employees from any and all claims and casues of action that arise or may arise from my (our) use of the Coast Guard MWR equipment and/or facilities.

5. All Club 14 rooms are equipped with tables and chairs. **Meetings and training room setup arrangements will be the responsibility of the requestor.**

6. I have read the regulations on page two (2) of this application. I will be present and shall be personally responsible for the conditions listed.

I am _____ in the _____
 (Military Status) (Branch of Service)

 (Name of Sponsor) (Signature of Requestor) (Date)

If this is a unit function, signature of CO or XO required:

 (Signature) (Date)

*** Reservations: 842-2953 ***Fax: 842-2959 ***OFFICE USE ONLY

Date Received at MWR Office: _____ Received By: _____

1. The Request facility is approved / disapproved (Circle One)

2. Remarks: _____

3. Rental Fees: _____ Deposit Due: _____ Remaining Balance _____ Paid _____ Voucher _____

 (MWR Director's Signature) (Date)

If required, Second Endorsement:

- 1. Use of facilities space is approved / disapproved (Circle One)
- 2. Serving beer at the function is approved / disapproved (Circle One)

 (Executive / Commanding Officer's Signature) (Date)

Any "collection of information" as defined in the Paperwork Reduction Act of 1995 (codified at 44 U.S.C. 3501 et seq) on this form has not been approved by the Director of the Office of Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information.

FACILITY USER RULES

1. Facility requests are coordinated through PSSU Honolulu's MWR Office.
2. All facilities are Coast Guard Property and people are subject to the same discipline and controls that apply to all that enter a military reservation.
3. The facilities requested may be used only for legal purposes. Illegal or improper conduct of any sponsor or guest will make the participants subject to ejection from the premises and possible arrest.
4. If you are having civilian guests, a list of their names must be submitted with this request. This allows proper notification of the gate guard, who will allow the listed guests to enter the PSSU base.
5. Cleanup details are the requestor's responsibility. Facilities shall be left in the same or better condition than found.
6. Parking is available at any time by the Echo pier (north forty).
7. All parties and functions must be terminated by 11:00pm.
8. The authorized use of alcoholic beverages does not excuse the standard of performance and conduct required of all personnel aboard. The privilege of possessing or consuming alcoholic beverages may be rescinded by any personnel in the chain of command who observes inappropriate or offensive behavior resulting (or appearing to result) from abuse of this privilege. Such revocation may be applied to individuals, groups within the organized activity, or the entire activity. This will not be subject to review or appeal.
9. The consumption of alcoholic beverages at any time or place is **strictly prohibited** unless authorized by command.
10. Whenever and wherever alcoholic beverages are provided as part of an organized activity, including private parties, non-alcoholic beverages must be provided under the same conditions. For example, if beer is provided free after a ball game, sodas likewise must be provided for free.
11. Personnel under the age of 21 are prohibited from purchasing or consuming alcohol in accordance with applicable laws of the State of Hawaii.
12. For the Wailupe Community Center, no loud music or amplifiers are allowed.

Rental Fees

Full payment is due 3 days prior to facility use. If deposit is not received, confirmed reservations will be cancelled. No refunds will be granted for reservations cancelled less than 24 hours prior to event. U.S. Coast Guard MWR reserves the right to reschedule or cancel any event or activity for official Coast Guard business. MWR will notify party at least 24 hours in advance for possible reschedule or cancellation of event or activity.

	Rental Fee	Extra Hour / Late Departure	Additional Information
PSSU Gymnasium	\$25.00 / hour	\$30.00 / hour	Rental period is maximum of 6 hours or 8:00pm. Whichever comes first.
PSSU Ball Field Picnic Area Pavilion Tennis Courts	\$25.00 / hour	\$30.00 / hour	Rental period is maximum of 6 hours or 11:00pm. Whichever comes first.
Wailupe Community Center Tennis Court			Hours available for non-residents use M-SA 1000-2100. Sundays and holidays are for residents only. Hours available for non-residents M-SA 0900-2000. Sundays and holidays are from 1100-2000.
Club 14 Banquet Room	\$250.00	\$70.00 / hour	Club 14 fees vary according to the size of your party, staffing, and special requests such as food, linen etc. Room rates reflect a flat fee for 6 hours.
Game Room / Bar	\$150.00	\$40.00 / hour	
Dining Area	\$75.00	\$30.00 / hour	
Lanai	\$150.00	\$50.00 / hour	
Entire Club 14	\$500.00	\$100.00 / hour	
Sound System	\$50.00	\$20.00 / hr	
Dance Floor	\$50.00	\$20.00 / hr	
Dance Floor (outside venue)	\$50.00	\$20.00 / hr	
Bartender Fee	\$100.00	\$20.00 / hr	Flat fee for 6 hours. Sundays only.
PSSU Pool	1-40 people is \$50 / hr		
Wailupe Pool	1-40 people is \$50 / hr 41-60 people is \$65 / hr		Minimum 2 hours per party. A two week notice is required. Available pool hours are from M-SA 0900-2000. Sundays and holidays are not exclusive for non-residents.