

Host/POC must initial next to each of the following:

_____ Catered Events: Outside food or beverage may not be brought into the facility except for cake, punch/soft drinks. F&B must be purchased from The Landing Zone, Club, or Courses at Andrews

_____ Host/POC is responsible for notification if reservation is canceled for any reason.

_____ The Host/POC is solely responsibility for the conduct of their guests.

_____ Host/POC is responsible for any damage to the Commons building, fixtures, or equipment due to guest negligence.

_____ The Community Commons is not responsible for personal or government property left in the facility before, during or after an event.

_____ The Community Commons Lobby may not be reserved or closed for events.

_____ Space cannot be used to generate income for private/military units or organizations.

_____ Cancellations for private events must occur 5 days in advance. Failure to provide notice of cancellation within 5 days will result in forfeiture of deposit.

_____ No smoking is allowed in the building or on the patio area

_____ For non-paying unofficial events, host is responsible for cleaning up and returning the room (tables, chairs, etc.) to its original condition. If not, the deposit will be forfeited and retained by the Community Commons.

_____ For non official functions, POC/Host is responsible for requests for JBA leadership involvement (i.e. attendance and/or speaking engagement) and must be coordinated through 11 WG/PA at least 30 days prior to the event. For more information, contact 11 WG/PA at usaf.jbanafw.afdw-staff.mbx.11-wg-pa@mail.mil

_____ For Official Functions, POC/Host is responsible for requesting protocol support from 11 WG/CCP at DSN 612-1450, Commercial 240-612-1450

_____ Private Organizations (PO) must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the Department of Defense: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." Source: AFI 34-223, Paragraph 10.1.2.3

_____ A non-Federal entity must prominently display the following disclaimer on all print and electronic media mentioning the entity's name confirming that the entity is not part of the Department of Defense: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." Source: DoDI 1000.15, Enclosure 2, paragraph 1 (3)

_____ POs and unofficial activities/organizations operating on AF Installations are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns. See AFI 34-223 for exceptions to this policy. Additionally, off-base solicitations must clearly indicate that the solicitation is for an unofficial activity organization and not for the base or any official part of the Air Force. Source: AFI 34-223, Paragraph 10.9.3. and AFI 34-223 Paragraph 10.15.1.3

_____ Space cannot be used to generate income (such as fundraisers) for NFEs/POs or unofficial activities/organizations, unless coordinated and approved through 11 WG/CC or delegate. Fundraising is governed