



# Tower View Conference Center

## Rules and Request Form

The Tower View Conference Center (TVCC) provides a professional and comfortable venue for unit and "registered" Private Organization sponsored events. **Private events are not authorized.** All users must review and adhere to the provisions of this SOP to ensure proper facility upkeep and accountability of equipment and property.

**\*\* Alcohol is only permitted in the TVCC with an approved Exception to Policy (ETP) signed by the Garrison Commander and is limited to malt beverages and wine. No personal, private, or individually purchased alcohol may be brought into the TVCC by the unit or participants in a unit event. No sales of alcohol are permitted at any time unless sold through a sanctioned MWR program and specifically approved by the Garrison Commander IAW Chapter 10, AR 215-1. Alcoholic beverages are also not allowed as an "incentive".** If your event is planned during duty hours you also require approve from the 7ATC Commanding General; the Garrison Front Office will assist you with this request. Your request to the Garrison Commander must be signed by your Brigade Commander or Battalion Commander if your Brigade HQs is not located within the USAG-BV footprint. For questions please contact the Garrison Front Office at DSN 526-1300 or [usarmy.bavaria.id-europe.list.cmd-gp-admin@army.mil](mailto:usarmy.bavaria.id-europe.list.cmd-gp-admin@army.mil). An example request for an ETP is attached to this request form.

- Units/Organizations must submit a Conference Room Request Form for use of the facility. Rooms will be used for AUTHORIZED/APPROVED training and/or functions only.
- Users are responsible for maintaining reservation documents and for setting up their event venues with equipment, tables, chairs, etc.
- Users will clean the area used for review and clearance by TVCC staff. Any event that will require facility use past normal duty hours will be cleared during normal duty hours on the next duty day.
- Users will not attach, affix, tape, staple, glue or secure items in any way to walls, doors, tables or any area or object in the classroom without approval.
- Requester will be responsible for the use of the facility and will be required to be on site during training or event to ensure equipment and the facility are not damaged.
- For weekend training or events, the requester should coordinate with TVCC staff to ensure that required will equipment is present scheduled event. Additionally, the requester is responsible for correcting any deficiencies noted by TVCC staff and returning loaned equipment on the first duty day after the event during normal duty hours.
- TVCC parking is located across the street in the parking area adjacent to the facility. Housing area parking is solely for residents and their guests, not TVCC patrons.
- Food and non-alcoholic drinks are authorized in the TVCC. We do not supply coffee, cups, utensils, napkins, etc.
- Like all government facilities, the TVCC is smoke-free (to include smokeless tobacco and vaping). Patrons must use tobacco products in the designated smoking areas, which are located in the parking lot or back side of the building. You must be 50 feet away from the building and put your cigarette butts in the cigarette butt receptacle.
- Patrons should observe noise and language discipline at all times.
- Classrooms must be cleaned, vacuumed, all tables wiped off, trash removed and replacement liners put in trashcans at the end of each training day (see checklist).
- DO NOT SIT OR LEAN ON THE TABLES. Tables are not designed for this and may break, causing damage or injury.
- Failure to comply with the above mentioned rules may result in your unit/organization being banned from future use.
- If problems occur, contact TVCC staff for assistance.
- Coordinate with TVCC Staff for equipment.
- **There is no Audio/Visual equipment available in the TVCC. No sound systems, No projectors, no projector screens and no extension cords. For A/V support, contact the Training Support Center (TSC) Grafenwoehr.**



# TVCC Conference Room Rules

**The use and enjoyment of the Tower view conference center is a free alternative to finding a similar revenue on the economy. It also doesn't have a dedicated cleaning/ maintenance staff. The following is a set of rules to be followed while using the TVCC. Failure to follow these rules may result in being denied future TVCC access and possible statement of charges for any damages.**

***\*\* Please provide full name and contact information of the person picking up the key for this reservation. This information can be input it on the Additional Comments section. If applicable. \_\_\_\_\_***

## **Keys:**

**- KEYS WILL NOT BE KEPT OVERNIGHT NO EXCEPTIONS \_\_\_\_\_**

## **Off Limit areas:**

- The second and third floors, kitchen, bar area, and all associated equipment are off limits. \_\_\_\_\_
- You are limited to your reserved room and common areas. Please advise guests to refrain from entering the above listed off limits areas and rooms that you have not reserved. \_\_\_\_\_

## **Setup / tear down**

- You must set up and tear down your own events. The TVCC staff is not responsible for your events. \_\_\_\_\_
- You may set up a day prior with prior coordination, subject to room availability. \_\_\_\_\_
- Complete your tear down and cleaning on the same day of your event before departing the TVCC. During normal duty hours you must be cleared by TVCC personnel who will inspect the same day. Weekend events will be inspected on the first working day following. \_\_\_\_\_
- Units will be responsible to bring their own trash bags to carry away their waste. \_\_\_\_\_

## **Cleaning Checklist**

- Wipe down all table tops, counter tops, chairs, and used surfaces, ensuring they are free of residue or mess. \_\_\_\_\_
- Restore all tables, chairs, furniture, etc. to their original location or IAW instructions for TVCC staff. \_\_\_\_\_
- Dispose of trash in the dumpster behind the TVCC enclosed by a wooden gate. Trash bags ARE NOT provided. \_\_\_\_\_
- Sweep and mop floors, or vacuum if carpeted, inclusive of hallways and common areas your group has used (e.g., front lobby). \_\_\_\_\_
- If tablecloths were used, place soiled ones in the roller cart located in the back hallway. Otherwise please return clean ones to where they were obtained. \_\_\_\_\_
- Cleaning Supplies are located in the men's room closet. \_\_\_\_\_
- Once the cleaning is complete notify the TVCC Staff to clear your room. For events during non-duty hours, the TVCC staff will check the building the next working day and notify you of any deficiencies, which must be corrected before the end of the day. \_\_\_\_\_

Contact the USAG Bavaria IOC DISTRO LIST for scheduling of TVCC

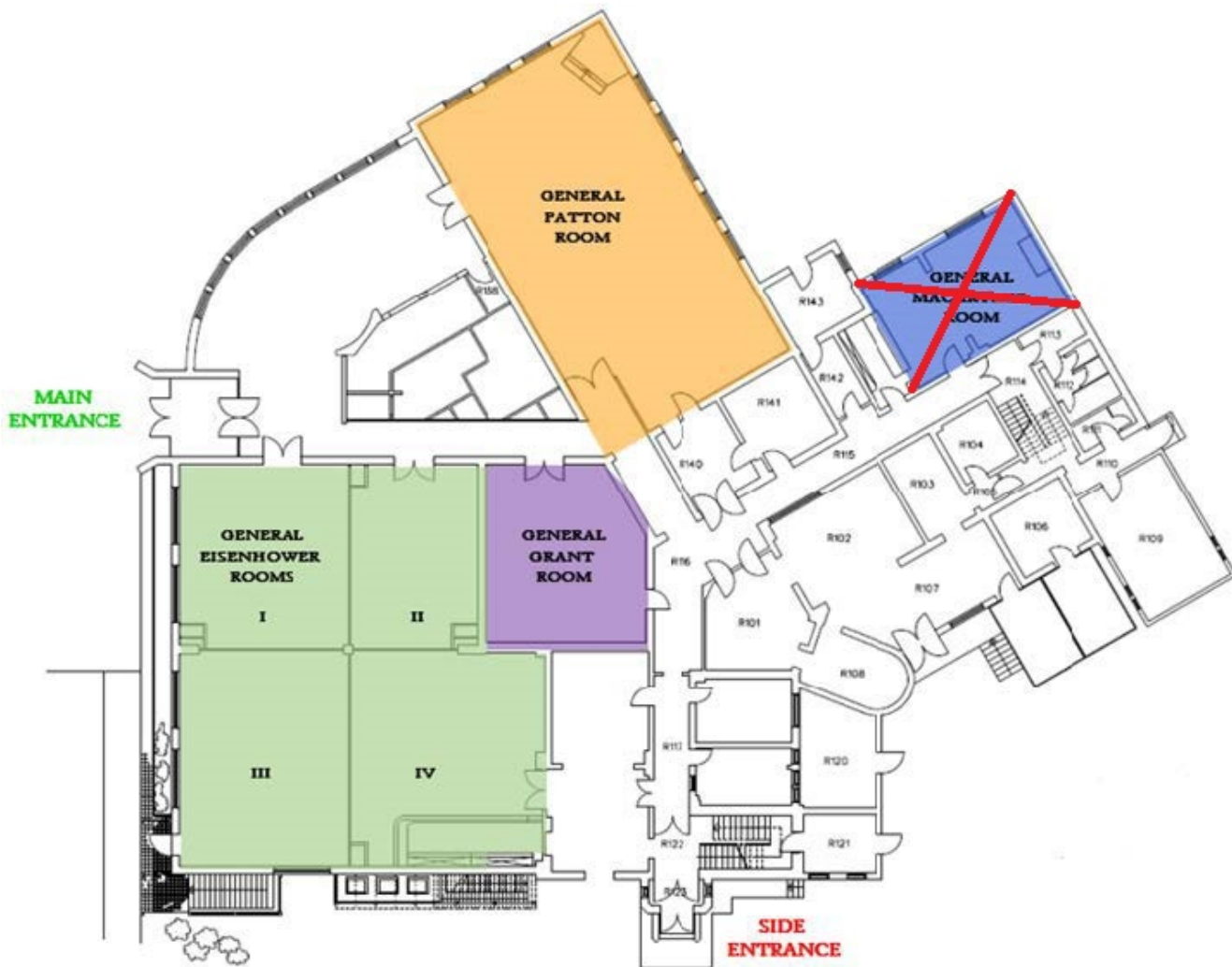
conference rooms at: [usarmy.bavaria.id-europe.list.ioc@army.mil](mailto:usarmy.bavaria.id-europe.list.ioc@army.mil)

DSN: (314) 526-3025

Civilian: 09641-70-526-3025



# Tower View Conference Center Floor Plan



**Bldg. 209**  
**Wilbur Road**  
**314-526-6200**

# USAG Bavaria



## Tower View Conference Center Usage Request

Date Submitted: \_\_\_\_\_

Requester Name: \_\_\_\_\_ Unit or Organization: \_\_\_\_\_  
Last, First MI.

Event Date(s): \_\_\_\_\_ (include setup date if required) Alternate: \_\_\_\_\_

DSN: \_\_\_\_\_ Cell: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Desired Room (Check all that apply). When requesting entire facility please give justification below

Patton Room (up to 100 personnel)

Grant Room (up to 45 personnel)

Eisenhower Room (up to 200 personnel)

Justification for requesting entire facility:

Number of Patrons: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_  
FRG, HAIL and FAREWELL ETC.

### AREA MUST BE CLEAN PRIOR TO EVENT END TIME

#### Is Food Being Served

Use of the TVCC Kitchen, or equipment is not authorized

YES\*

NO

\*If yes you must provide clean up detail

#### Are Alcoholic Beverages Being Served

Use of the TVCC Bar is not authorized for the selling of alcoholic beverages.  
If units wish to sell alcoholic beverages they must go through DFMWR.

YES

NO

Unit provided Beer/ Wine is authorized with an Exception to Policy  
Memorandum signed by the Garrison or 7ATC Commander, so long as it is  
not sold. Personal, private or individual alcohol is strictly forbidden.

#### Additional Information for the Request

Disclaimer: use of facility constitutes acknowledgment of responsibility for any damages that occur from patrons use of the facility

- There is no Audio/Visual equipment available in the TVCC. No sound systems, No projectors, no projector screens and no extension cords. For A/V support, contact the Training Support Center (TSC) Grafenwoehr.

#### Requestor Signature

By submitting this request you acknowledge that you have read and agree to the rules and terms of use and are responsible for any damages that occur during your event.

Please complete the entire form, sign, and submit to the IOC Distro list:  
[usarmy.bavaria.id-europe.list.ioc@army.mil](mailto:usarmy.bavaria.id-europe.list.ioc@army.mil)  
to have your request processed.



**For furniture and linen requests contact TVCC Staff at DSN: 526-6200 (09641705262600), to check availability and reserve equipment.**

**All equipment is on a first come first come first served basis.**

- **There is no Audio/Visual equipment available in the TVCC. No sound systems, no projectors, no projector screens and no extension cords. For A/V support, contact the Training Support Center (TSC) Grafenwoehr.**