

Humphreys Hub Request Form

USAG Humphreys DPTMS Bldg. 1280 Rm 204, 755-1660 / 2195

SECTION I - REQUESTOR INFORMATION			
UNIT/AGENCY/ORGANIZATION:			DATE OF REQUEST
NAME OF REQUESTOR:		TITLE/POSITION:	GRADE:
EMAIL:	PHONE:	SIGNATURE:	
SECTION II - EVENT INFORMATION			
EVENT NAME:		TYPE OF FUNCTION:	ANTICIPATED ATTENDANCE # :
EVENT START DATE:	EVENT START TIME:	EVENT END DATE:	EVENT END TIME:
ROOM REQUESTED: ROOM 168 Large Meeting Hall (237 Max) DECK (Only available with reservation of Rm 168 or Rm 142) ROOM 142 Activity Room (70 Max)			
WILL ALCOHOL BE CONSUMED? YES, I am including a Risk Assessment with this request. NO, Alcohol will not be consumed at this event.		DO YOU REQUIRE ADDITIONAL CHAIRS AND TABLES? YES (IF YES, SPECIFY HOW MANY, IF NO LEAVE BLANK) NO	
WILL THIS EVENT HAVE FUNDRAISING OR MONETARY GAIN? YES IF YES, STOP. THERE ARE REQUIREMENTS THAT REQUIRE COMMAND AND LEGAL APPROVAL. YOU SHOULD HAVE RECEIVED A FUNDRAISER REQUEST FORM. IF NOT, CONTACT US TO SEND YOU A FORM. NO			
BRIEF DESCRIPTION OF EVENT:			
SECTION III - AUTHENTICATION			
By signing this agreement, you acknowledge receipt of, and agree to follow, the policy for reserving and using the Humphreys Hub; as well as a listing of the cleaning requirements. Violations of the policy could result in future loss of privileges. This request should be more than 10 business days but not more than 45 days in advance. The Garrison Commander reserves the right to cancel or preempt any scheduled event in case of installation emergencies. Community events hosted by USAG Humphreys takes precedence over any event in the Humphreys Hub. Requestor listed above will be contacted directly in these cases. The organization is responsible for the immediate clean-up, recovery and payment for any damages that occur during the use of the Humphreys Hub.			
By signing below, you acknowledge and agree to the above statement			
COMMANDER / DIRECTOR NAME:		COMMANDER / DIRECTOR SIGNATURE:	
SECTION IV - APPROVAL			
DPTMS <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED		SIGNATURE:	
COMMENTS:			

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INSTRUCTIONS

SECTION I and SECTION II of this form will be completed by the requestor as follows:

UNIT/AGENCY/DIRECTORATE: (Name of Unit or Organization)

DATE OF REQUEST: (Date request is submitted)

NAME: (Last Name, First)

TITLE/POSITION: (Name that describes your position or job, if applicable.)

GRADE: (Pay Grade, if applicable. Otherwise leave blank)

EMAIL: (Duty or personal contact email)

PHONE: (Duty phone or cell phone contact number)

SIGNATURE: (Signature of Requestor)

EVENT NAME: (Name of event)

TYPE OF FUNCTION: (Training Event, Social, Party, Seminar, Conference, etc.)

ANTICIPATED ATTENDANCE # : (Size of expected crowd)

EVENT START DATE: (Date event starts to include set-up)

TIME EVENT START: (Hour The Humphreys Hub is required)

EVENT END DATE: (Date event ends to include tear-down and clean-up)

TIME EVENT END: (Hour The Humphreys Hub is returned to original state)

ROOM REQUESTED: (Please state the room(s) that are necessary for your event)

ALCOHOL CONSUMPTION : (Select Yes or No if alcohol will be consumed during event)

DESCRIPTION OF EVENT:

- Describe the event to include any performers or speakers; any special requirements and how the requirements will be met (e.g., sound and lighting)
- Will there be any proposed sale of products or services at the event? If so a complete listing of proposed sales and vendors must be provided for approval. The sale of alcoholic beverages is prohibited.
- Will there be any solicitation of donations? If so, provide a description of how donations will be solicited, accounted for, and used.

SECTION III of this form will be signed by the organization or agency commander, civilian director or person having authority to obligate the organization/agency for pecuniary liability. For Non-Federal Entities (NFE) the senior organizational officer of record will sign.

SECTION IV (Do Not Use)

Organizations or agencies desiring to use the Humphreys Hub must make the request in writing to DPTMS. Non-Federal Entities (NFE) without Private Organization authorization from the Garrison Commander, or without statutory authority (e.g., Boy Scouts) will not be accepted. Requests will not be submitted no more than 45 days before the proposed event.