



## Special Function Policies As of December 2010

We are pleased that you are considering using Doolittle Hall for your function, and hope the following will aid you in having a successful and enjoyable event.

### Reservations

Doolittle Hall is available for rental by any individual or group. Requests will be accepted at any time prior to the desired date and requests for USAFA and AOG sponsored events will be confirmed when received. Requests for private functions will be confirmed no more than 18 months in advance for MEMBERS, 12 months in advance for NON-members. If more than one request is received one year or earlier in advance, requests will be honored by the above priority. No one eligible for membership may be sponsored in by another member, and wedding receptions may only be sponsored in by immediate family members.

If there are multiple requests for the same category, a lottery drawing will be held. After priority has been determined, the AOG will contact each selectee, and a deposit will be necessary within five (5) working days. Requests received within one year of the desired date will be accepted and confirmed on a first come first serve basis, with the exception of reunion weekends in conjunction with home football games. Class reunions have priority for building usage during the fall season.

There will be no charge for member's receptions following funeral or memorial services provided they are held in our Atrium (second floor) area, and are conducted during normal duty hours, which are 0730 to 1630. All others will be subject to a fee.

The federal government must remain neutral in matters of politics - it does not endorse political candidates nor get involved in partisan political activity. As such, political rallies, political conferences or similar events cannot be held on USAFA. Though the Association of Graduates is a not for profit organization, we are located on a federal installation and must adhere to their rules.

### Deposits and Late Fees

A deposit will be necessary to secure the date of the function. The deposit is 25% of the anticipated fee and is non-refundable except in the following circumstances:

- Cancellation up to one year prior to event....100% Refund of Deposit
- Six months prior to event..... 50% Refund of Deposit
- Over thirty days prior to event ..... No Refund
- Under 30 days prior to event.....Owe full cost of event \_\_\_\_\_ Client Initials

All non-member functions must be paid in full three days prior to the event. All clients must provide a credit card number (MC, Visa or AMEX) which will be used to pay the balance of the account. An invoice will be provided within 10 days. A late fee equal to 10% of the unpaid balance will be assessed monthly if payment in full is not satisfactorily received within 60 days.

## Damages

The sponsor is responsible for any missing or broken glassware, or any other AOG owned equipment, at the conclusion of the function, in addition to any damage to the building or surrounding grounds. An extra fee will be assessed and added to your bill if the janitorial service we use charges us extra for large stains or wax in the carpeting or other extraordinary cleaning fees.

## Bar Service

**Clients or guests are not permitted to bring in or takeout any alcoholic beverages.** Any violation will result in a fine up to \$1,000.00. Punch or other non-alcoholic beverages are perfectly acceptable. We do have an existing bar available for your function (in the Library), as well as a second (portable) bar. ALL bartending services must be arranged through the Falcon Club here on base as we fall under their base liquor license. While we will help coordinate bar needs for your function, client is ultimately responsible for the arrangements. We do have a policy statement from Falcon Club that explains all of the regulations and pricing should you need to reference it. The Falcon Club will bill separately for all bar/beverage services they provide. \_\_\_\_\_ Client Initials

All bartenders are trained and encouraged to ID all guests who appear to be under the age of 35. They have the right to refuse service to any individual or group of individuals, and we reserve the right to close the bar at any time. We encourage the DD (Designated Driver) program, and all individuals designated as drivers will receive free soda, juice and water for the duration of the event.

## Catering

Doolittle Hall does not provide any food service. A list of qualified local catering companies will be provided upon request. A licensed, full service caterer must be used for all wedding receptions, and are recommended for all other functions. Failure to provide full service, licensed & insured caterer (with paperwork to our office 72 hours prior to the event) will result in a fine of \$1,000.00. \_\_\_\_\_ Client Initials

Doolittle Hall has a catering kitchen for your caterer to use, and the cleaning expectations are contained in the accompanying Catering Kitchen sheet. It has warming (not cooking) ovens, as well as refrigeration units and two glasswashing units. (Because we also use these refrigerators to store beer and wine, you can not plan on using the units for an overabundance of items.) We have a large ice machine, located in the basement, so ice is always available. We have punch bowls and ladles, but no punch cups; our coffee makers and coffee urns can also be used for coffee only. We have a limited number of coffee mugs and a selection of bar glassware. Champagne flutes are available for a small fee.

Doolittle Hall is not able to provide any of the following: all linens, plates, silverware, non-bar glassware (to include wine glasses for table settings), serving pieces, utensils, and condiments (to include salt and pepper). It is the client's responsibility to bring these items in if needed/wanted. Most caterers will arrange for these for you through a rental company, as well as booster chairs, high chairs, chair covers, etc.

You (or someone you assign or hire) are responsible for the set up and clean up of your event. Basically, if you brought it in, you must remove it at the conclusion of your event. This applies to equipment, decorations, food, flowers, gifts, etc. \_\_\_\_\_ Client Initials

You will be charged from the time you (or your caterer) arrive for set up, or the arrival of your guests, whichever occurs first, until cleanup is completed. Clean up includes, but is not limited to:

- Wiping down the countertops, the sinks, and any equipment you may have used. Cleaning any spills in the appliances is your responsibility.
- Sweeping the kitchen floor, mopping it when necessary, and emptying any trash containers into the dumpster located out by the loading dock on the east side of the building.

- Tables and chairs must be left in a clean and orderly manner. (Our janitorial service does not move or clean tables and chairs, nor do they take out any trash from an event. They are responsible for cleaning the bathrooms and the floors, excluding the kitchen.)

### Decorating

While we believe our building is beautiful the way it is, some people have added decorating touches, especially for weddings. As long as the decorating meets OSHA and ADA requirements (nothing to impede the hand rail on the stairwell, for instance) we will try to accommodate you. ***All materials used for decorating purposes MUST be fire resistant, in accordance with NFPA regulation 8-1.2.3.2.*** We do not allow any nails, staples or tape on the walls, window/sills, or ceilings. **The following items are not allowed, and therefore are subject to an automatic additional fee of \$250.00:** rice, birdseed, rose petals or confetti anywhere, as well as balloons outside the building. Candles are fine as long as they are contained and not a fire hazard. Hurricane shades, votive holders or glass bowls are always acceptable. Any others must be cleared in advance. (Wax on rental linens or our carpets may result in additional charges.) **Sparklers and any other fireworks are always illegal anywhere on the Air Force Academy.** Any OSHA violation will result in a fine of \$1,000.00.

Please let us know of your decorating plans far enough in advance, so that if there is a conflict of any kind, we can address it and make other plans as necessary.

### Room Specifications

The first floor **Assembly Area** can be used for theater seating, conferences & seminars, or banquets. Capacities for the room include the following:

Standing Reception		500 Max	
Theater Seating	(Facing North)	300 Max	All AV at podium (200 for best viewing)
Theater Seating	(Facing East/West)	400 Max*	No AV at podium/Mic only
Banquet Tables	of 10	200 Max	180 comfortably, especially with other needs

\* Extra (100) chairs must be brought in by the sponsor.

**The Library Lounge** can be used in conjunction with any other area, or can be used on its own for groups smaller than 50.

The **Boardroom** has a U-shaped table that will seat 17 on the outside, and another 12 on the inside, for a total of 29. There are also 4 stationary chairs at the base of the U. Extra seating (10) can be brought in along the sides, but they will not have table space. No food is allowed in the Boardroom.

The **Atrium**, located on the second floor of Doolittle Hall, can also be used for theater style seating as well as banquet tables. Capacities:

Standing Reception	300 Max
Theater Seating	200 Max
Banquet Tables	120 Max

AOG staff will do all of the set-up of chairs and tables, after consulting with you about the room layout. Our round tables are 6 feet across, and can accommodate up to 10 guests, although 8 are more comfortable. Our rectangular tables are 2½ by 5 feet, not the 6 or 8 foot tables most people expect. We own 32 rounds and 30 rectangles, as well as 300 chairs. All of our chairs have arms.

Audio Visual equipment is available in the Assembly Area, the Atrium and the Boardroom (not in the Library) for an additional fee. Please see separate sheet for rates and availability.

## Liability

The Association of Graduates inspects and controls all private functions. Damage to the premises will be charged accordingly. The AOG accepts no responsibility for personal property and equipment brought onto the premises and/or used for decorating purposes during your event.

## Safety

Supervised children are welcome at all events. However, the building was not constructed with children in mind. The staircases and upper-level glass areas as well as statues and elevators can pose serious hazards. You are responsible for the conduct and safety of everyone at your event. In the event of a fire, all guests MUST be evacuated from the building until the fire department has cleared the premises and deemed it safe to re-enter the building. NO EXCEPTIONS.

## Lost and Found

The Special Functions office administrates all lost and found articles. We can not be responsible for damage to or loss of any articles or merchandise left in our building prior to, during, or at the conclusion of any event.

## Guest Entry/Base Access/Closure

It is the responsibility of the Security Forces to stop (and sometimes to inspect) all vehicles seeking admission to the United States Air Force Academy. All vehicles whose drivers have a valid DOD issued ID card will be allowed on base. Most drivers will be allowed on base during the hours of 8:00 am to 6:00 pm with an ordinary driver's license, proof of insurance and valid registration. For those guests without the accepted form of ID, there is a process in place and we will facilitate the process as much as we can.

**There may be times that the Security Level in place will deny access to all but "Essential Duty" personnel, and if this does occur we will advise you as soon as possible. The AOG will not return your building use deposit in the event of Base Closure for any reason, but we will be glad to do all we can to relocate your event at another facility, or arrange for another date at our facility. \_\_\_\_\_ Client Initial**

## Weather Closure

As a consequence of unpredictable weather this close to the mountains, we reserve the right to postpone, close early or cancel any function when driving has become a safety hazard. A refund of the deposit amount (25% of the use fee) will be given in the event that this decision is made by our staff, and not by a base closure notice.

If you have other concerns that we have failed to address please do not hesitate to contact the Special Functions office by phone at (719) 472-0300 or by e-mail to [aog.events@aogusafa.org](mailto:aog.events@aogusafa.org). We look forward to hearing from you.

**Please sign below to confirm your understanding of and your agreement to the contents of this policy.**

\_\_\_\_\_  
Client Signature

Date \_\_\_\_\_

\_\_\_\_\_  
AOG Representative

Date \_\_\_\_\_