

# Community Center/Panther Den Reservation Form

Please email to 460fss.communitycent@us.af.mil



Todays Date: <i>DD/MM/YY</i>		Unit/Event Name:	
Event Date: <i>DD/MM/YY</i>		Event Start Time:	
Requested Time of Reservation (included setup/tear down)		Event POC Name:	
From:	To:	POC's Phone Number:	
Estimated Number Attending:		POC's Email:	

**\*POC/Group is responsible for set up and tear down**

Space Requirement			
Space	Yes	No	Comments:
Table(s)			<i>Number of Seats:</i>
Entire Facility (~300 Capacity)			
The Panther Cove (~14 Capacity)			
The Panther Nook (~20 Capacity)			
The Bar Area (~100 Capacity)			
Audio/Visual Requirements			
Space	Yes	No	Comments:
Microphone			
Music/Sound Effects			<i>Please See #8 under "Rules of the Panther Den" if "Yes"</i>
Sideshow/Presentation			<i>Please See #9 under "Rules of the Panther Den" if "Yes"</i>
Podium			<i>With Microphone                      Without Microphone</i>
Additional Requirements			
Equipment	Yes	No	Comments:
Catering			<i>We will email you our catering menu if "Yes"</i>
Box Lunches			<i>We will email you our box lunch menu if "Yes"</i>
Bar Service			
Themed Drink			
Additional Comments/Requests...			

**Panther Den Hours of Operation:**

Breakfast: Monday-Friday 0700-0930

Lunch: Monday-Friday Grill 1030-1330, Hot Bar & Salad Bar 1100-1300

Bar/Lounge: Wednesday-Friday 1600-2000

# Community Center/Panther Den Rules



1. Please treat the facility as if it were your own. We enjoy having you as guests and want to keep it looking great! We ask that you leave the facility in the condition you found it.
2. If you move any tables to facilitate your event, please move them back to the original position before you leave the Panther Den.
3. When decorating for an event, items may be hung on the wall with painters tape. We do not allow the use of nails or tacks. Anything that would make a hole on the walls in our facility is prohibited.
4. The only tape authorized to use on the tables is painters tape and it must all be removed at the end of your event.
5. We do not allow the use of glitter/confetti. While it does look nice, it sticks onto the carpet and is extremely difficult to get out.
6. Before you leave, all decorations and setup equipment must be taken down and removed.
7. You are not allowed to utilize outside caterers while hosting an event at the Panther Den. You may use our catering/hot bar/bar menu/box lunch services. Bringing your own food to Panther Den is prohibited. A cake for your event is the only exception.
8. You must provide the music for your event. We are not responsible for playing music for you. We have a headphone jack you can use to connect to our speaker. Our speaker system is located in the bar area and cannot be moved.
9. In order to setup a presentation/slideshow at your event, we require that you bring your own computer to hook up to our HDMI or VGA cable. This capability is only available for the big screen TV in the bar area space.
10. The ROEs for **2nd Friday** are simple...
  - You provide the theme, decorations, music (if you want something specific, otherwise we put on ours), contests and prizes.
  - FSS provides the base wide emails, free food (while supplies last, then bar menu) and, if desired, a drink special. We try to match your theme.
  - Please get in touch with us a few weeks leading up to your event with the info of your theme and contests (in case we need to clear them with safety and/or fire). We need more specifics the week prior as we will want to send out a base-wide email in advance.

We hope you enjoy your event here at the Panther Den. Please let us know if you have any further questions, comments or concerns. We can be contacted via email ([460fss.communitycent@us.af.mil](mailto:460fss.communitycent@us.af.mil)) or phone at 720-847-9719.

Sincerely,  
Panther Den Staff

I hereby acknowledge I have read and agree to abide by the Panther Den rules listed above.

\_\_\_\_\_  
*Customer Signature*

\_\_\_\_\_  
*Date*