

SUBJECT: Standing Operating Procedure for Use of Ft Belvoir Community Center

Ft Belvoir Community Center provides a ballroom and a bar area for military functions, private parties, and social events of various sizes to authorized MWR patrons (IAW AR-215-1).

AVAILABILITY:

Monday – Saturday	0800-2000
Sunday	0800-1800
Holidays	0900-1800

RESERVATIONS:

The Fort Belvoir Community Center and Fort Belvoir Officers' Club may book Catered Events (Weddings, Dining-in, Dining-out, and Holiday parties), Special Events and Command Sponsored events one year in advance. All other events may book six months in advance. All reservations are taken on a first come first serve basis. Reservations are only guaranteed with full payment. Payment may be made at the Fort Belvoir Community Center Monday through Friday from 0800-1700 or over the phone.

Ft Belvoir Community Center
Building 1200, Taylor Road
Fort Belvoir, VA 22060-5937
Phone Number (703)805-3714
Fax Number (703)805-5470

FEES:

Ballroom – Capacity 400	\$500
Bar – Capacity 50	\$200

Functions scheduled after normal business hours are subject to an additional \$50 per hour fee. If you exceed the time frame reserved, you will be charged \$50.00 for every hour or fraction of an hour you exceed the time period reserved, requested and paid for.

Linens	\$5 per linen
Table Skirts	\$5 per Skirt

CATERING:

Full catering packages are available including open and cash bar service. Catering arrangements can be made at the Ft Belvoir Officers' Club at 703-780-0930.

EQUIPMENT SETUP:

The room will be set with the tables and chairs requested for the event based on the floor plan for the event. Audio-visual equipment is available upon request.

SPECIAL INSTRUCTIONS:

No decorations of any kind will be suspended from the ceiling or put on the walls. Only table decorations or freestanding decorations will be permitted. All decorations must be flame retardant.

No rice throwing is allowed. Birdseed may be used outside the building only

CANCELLATIONS:

Cancellations within 30 days for any reason other than an "Act of God" will require the host to pay the Fort Belvoir Community Center an amount equal to 25% of the room fee.

USE OF OTHER AREAS IN THE BUILDING:

Ft Belvoir Community Center is open to authorized patrons during normal operating hours. A private function does not include the general use of the remainder of the building. Guests attending a private function should remain in the area of the event.

MISCELLANEOUS:

a. Children under the age of 16: Children under the age of 16 must be accompanied by a parent or guardian.

Kristen Williams,
Community Recreation Division

RESERVATION REQUEST

Fill in all the information below:

Date(s) Requested for Function: _____

Start and Finish Time of Function: _____

Type of Function: _____

Is catering required: _____

Approximate number of people attending: _____

Name of Requesting Unit/Organization/Person: _____

POC (point of contact): _____

POC Phone Number: _____

POC Fax Number: _____

Requestor's Signature

Date

Special requests or remarks:

