

MEMORANDUM FOR DET 2, 18 SVS/SF

FROM: Sponsor's Name/Rank: _____

Sponsor's address: _____ Home Phone #: _____

Sponsor's Unit: _____ Duty Phone #: _____

SUBJECT: Request for Sponsorship List

1. All active duty members, their dependents (18 years or older), retired military, and DoD civilians (with AF Form 354) that desire to sponsor guests (from 5 to 150) onto Bellows AFS must submit this completed letter (**No later than 24 hours prior to the event**) to the Bellows Law Enforcement (LE) Desk/Bldg. 515 (enter thru back door). Bldg. 515 is located across the street from the AAFES Shoppette. For large events, over 150 persons, the sponsor must contact the NCOIC, Security Forces Operations via phone: (808) 259-4208. The Sponsorship List may be faxed to Bellows Reservations at (808) 259-4119; however, **Sponsorship Lists are not authenticated until the sponsor personally provides valid identification at the LE Desk and signs the form in front of our SFS employees.** All Sponsorship Lists authenticated less than 24 hours from the start of the event could cause a delay of guest entry by up to 4 hours.

- Parking plans are **Required for Groups** of 100+, contact Security Forces at (808) 259-4200
- Certified Lifeguards are **Required for Groups** of 100+ (*A minimum of one certified lifeguard per every additional 100 people is required*), contact Turtle Cove at (808) 259-4129

Sani-toilets are **Required for Groups** of 200+ (*One sani-toilet per every 100 additional people is required*) contact Turtle Cove at (808) 259-4129

For all overnight events, the sponsor must be with their guests between 2200 and 0800. If the sponsor is not physically present during these times, their guests will be evicted from the installation.

1 The Request for Sponsorship List must be filled out in its entirety; incomplete lists are subject to disapproval. The following information is required for all guests: Alphabetically list all names (Last, First MI); for each individual, provide last four of SSN or driver's license number; and the Make, Model, and License Plate Number of each driver's vehicle. Children, 15 years or younger, are not required to be listed, but must be under the supervision of a sponsored adult.

2 Upon arrival, guests are required to provide the Gate Sentry with the sponsor's name, the event they will attend and present a valid photo identification prior to authorized entry. Vehicle operators are required to show a valid driver's license, current proof of insurance, registration, and Hawaii safety certificate; vehicles without this information will be denied access onto Bellows AFS. The Gate Sentry has authority to deny entry for safety, security or for the general well being of the installation.

3 Type of event: _____

Location of event: _____

How long will event last? Start Date: _____ End Date: _____

Number where sponsor can be reached during event: Phone: _____ Cell: _____

5. Sponsor Responsibility Statements:

I am responsible for the conduct and escort of my guests while on Bellows AFS.

I will remain with my guests between 2200 hours and 0800 hours.

I am responsible for ensuring my guests are aware of installation regulations and guidelines that pertain to safety, laws, security, and off-limit areas while on Bellows AFS to include that **only guide and special needs dogs** (with appropriate paperwork) are allowed on Bellows AFS.

I am responsible for ensuring my guests are aware that all vehicles entering or departing Bellows AFS are subject to search by order of the installation commander and must have proof of valid insurance, current registration, and Hawaii safety certificate/decals.

I am responsible for ensuring my guests are aware that both military and non-military violators can be cited for traffic violations, apprehended/detained, and/or removed from the installation.

I will ensure that all guests know the sponsor's name and the event they are attending.

Sponsor's Signature: _____ Date: _____

SPONSOR: _____ EFFECTIVE DATES: _____

- I will ensure my guests are aware that personnel **not** designated by name on this list will be denied entry.
- The NCOIC, Security Forces Operations or higher authority, without notice or justification, can revoke this sponsorship memorandum, in part or in its entirety.
- **I have read, understand, and will comply with the above sponsor responsibility statements. I understand that failure to comply with these statements could result in: Loss of sponsorship privileges, eviction from the installation or legal action IAW the Uniform Code of Military Justice or appropriate state/federal law. Noncompliance may also result in loss of privileges and barment from the installation for up to 3 years.**

Guest Names/Information

#	Name (Last, First MI.)	Last 4 of SSN or Drivers License #	Vehicle Make/Model/License Plate #
1			
2			
3			
4			
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21			

Authenticated by: _____
 (Operations Controller on duty or Higher Authority) (Date)

#	Name (Last, First MI.)	Last 4 of SSN or Drivers License #	Vehicle Make/Model/License Plate #

Authenticated by: _____
(Operations Controller on duty or Higher Authority) (Date)