

# RENTAL AGREEMENT | Conference Room



## HOURS OF OPERATION:

Mon-Fri, 9 am-5:30pm  
Sat-Sun, 9:30 am-5:30 pm

- **50 occupants (max capacity)**
- **\$50 Cleaning Deposit for ALL rentals**
- **NO FOOD allowed in the Conference Room**
- **Covered drinks only (no alcoholic beverages)**

## GENERAL POLICIES

- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**
- **NO** swimming after dark. Lifeguards on duty at Towers 1 & 2 from 10 am-5 pm
- **NO** landing and/or launching privately-owned motorized watercraft
- **NO** glass containers and/or alcohol consumption on beach or hiking trails
- **NO** open fires, fireworks, portable fire pits, or metal detectors
- **NO** drones or personal aircraft
- **NO** balloons are permitted
- **NO** feeding or hunting feral animals
- **NO** pets (Service Animals allowed with lawful inquiry)  
*NOTE: Therapy/comfort animals are **NOT** considered "service animals" per the ADA*
- Fishing allowed **8 am to dusk in authorized fishing area(s) only**

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR (Read and initial next to each item)
	I am the authorized DoD cardholder/sponsor. I understand that I <b>am responsible</b> for my conduct and the conduct of my dependents and sponsored guests. As the authorized cardholder/sponsor, I must be on site from <b>10 pm-8 am</b> to account for each guest. <b>I agree to the terms below.</b>
	A <b>SPECIAL FUNCTION AGREEMENT</b> and <b>AUTHORIZED GUEST LIST</b> are <b>required</b> for functions with 10 or more unauthorized guests (non-DoD ID cardholders). I <b>MUST</b> contact SECURITY FORCES to obtain and submit these documents.
	I understand each authorized DoD ID cardholder is authorized to sponsor a <b>maximum of 50 unauthorized guests.</b>
	My reservation allows a <b>maximum of 50 occupants.</b>

INITIALS	SPONSORING GUESTS (Please read and initial next to each item)
	<b>Bellows AFS is a military installation; federal rules and regulations apply.</b> All guests are responsible to abide by Bellows AFS policies. For details, I may refer to guest books, bulletin boards and/or website. I may also contact the FRONT DESK or SECURITY FORCES for questions or concerns.
	<b>All non-DoD ID cardholders must be sponsored</b> onto the installation by an authorized cardholder. For further information, I will refer to the SECURITY FORCES section at <a href="http://www.bellowsafs.com">www.bellowsafs.com</a> , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email <a href="mailto:18fssdet2bellows.sf@us.af.mil">18fssdet2bellows.sf@us.af.mil</a> .
	Guests without an approved government-issued credential or state driver's license compliant with the <b>Real ID Act of 2005</b> are <b>REQUIRED</b> to provide a second form of identification prior to being granted installation access.
	<b>All guests are subject to criminal background checks</b> prior to accessing the installation. Guests with unfavorable information <b>WILL BE DENIED</b> access to the installation, regardless of sponsorship by authorized DoD ID cardholders.
	All non-DoD affiliated guests under the age of <b>16 MUST</b> have a school ID or photo ID on their person at all times; a birth certificate must be available upon request for identification purposes. All non-DoD affiliated guests age 16 and over <b>MUST</b> have a photo ID on their person at all times.
	Foreign National guests will <b>NOT</b> be allowed base entry unless/until they have been properly vetted through SECURITY FORCES ( <b>MINIMUM 60 days prior</b> ).
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <ul style="list-style-type: none"> <li>• <b>Current driver's license</b></li> <li>• <b>Current proof of insurance</b></li> <li>• <b>Rental Agreement (if applicable)</b></li> <li>• <b>Current vehicle registration</b></li> <li>• <b>Current vehicle safety inspection</b></li> </ul>

INITIALS	GENERAL CONFERENCE ROOM RENTAL RULES (Read and initial next to each item)
	I will report any problems/issues with the rental unit to the FRONT DESK <b>within the first 30 minutes of check-in</b> . Refunds may <b>NOT</b> be authorized for unreported issues beyond the 30-minute period.
	Refunds will <b>NOT</b> be granted due to weather, beach closure, power outages, insects, or other acts of nature (to include loss or damage of personal property). Claims for damage/loss of personal property may be filed at a military Legal office.
	<b>Pets/animals are NOT ALLOWED</b> on the installation. Service animals are allowed; proper documentation required. <b>NOTE:</b> Per the ADA, therapy/comfort animals are <b>NOT CONSIDERED</b> "service animals". A doctor's prescription for a therapy/comfort animal is not considered "proper documentation." For more info, please visit <a href="https://adata.org/publication/service-animals-booklet">https://adata.org/publication/service-animals-booklet</a> . <b>UNAUTHORIZED PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A \$250 FEE.</b>
	I will <b>NOT</b> attach fasteners, screws, nails, eye bolts, etc. to the rental facility. I will be charged for any/all damages to government property.
	I understand that only (1) free standing professional sign may be displayed for my event. Signs are prohibited from being secured, fastened or taped to any utility pole, street sign or tree.
	Food and/or alcoholic beverages are <b>NOT</b> permitted in the CONFERENCE ROOM. Covered, non-alcoholic beverages are permitted.
	Ice, sinks, refrigerators, decorations, or any type of storage are <b>NOT</b> provided.
	Trash bags are <b>NOT</b> provided. I <b>MUST</b> provide my own trash bags for my event and place all trash in the <b>dumpster</b> prior to check-out. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 (RESERVATIONS) and throughout the property.
	Smoking (including e-cigarettes, vaporizers, etc.) is <b>NOT</b> permitted in the CONFERENCE ROOM. Failure to comply with this policy will result in an <b>additional \$250 Cleaning Fee.</b>
	I understand the following CONFERENCE ROOM equipment is available for use: white board, television, laptop connector, DVD player, and podium. Should I choose to utilize any of the equipment and cause damage, I am responsible for the cost of repair and/or replacement.
	I will be considerate of neighboring Bellows AFS Staff and guests. I understand that excessive noise, profanity, or disturbance are grounds for immediate eviction. Complaints from other patrons or personnel regarding excessive noise, disturbances, or any policy violations may result in eviction without refund, loss of Bellows AFS privileges for up to one year, or debarment.
	<u>I understand my \$50 cleaning deposit will be forfeited and additional charges may be incurred</u> if: trash is present and/or tables and chairs are re-arranged and not returned to their original configuration.

**By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.**

PRINTED NAME / SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_



# SPECIAL FUNCTION AGREEMENT



GUEST SPONSORSHIP FORM (GUEST LIST SPREADSHEET) AND SPECIAL FUNCTION AGREEMENT ARE NOT NECESSARY FOR FUNCTIONS WITH FEWER THAN 10 UNAUTHORIZED GUESTS. SPECIAL FUNCTION AGREEMENTS WILL NOT BE PROCESSED FOR CABINS, CONDOS, OR FAMILY CAMPSITES (RV, MENEHUNE, OCEAN VIEW, AND LETTERED).

DATE OF FUNCTION: \_\_\_\_\_ TOTAL # OF GUESTS: \_\_\_\_\_ # OF GUESTS ON LIST: \_\_\_\_\_

SPONSOR'S FULL NAME/RANK/UNIT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**ELIGIBILITY:** An authorized cardholder/sponsor is defined as Active Duty military personnel, Reservists, National Guard, military retirees, current/retired DoD civilian employees, and their family members with an authorized ID card. All unauthorized patrons (non-DoD ID cardholders) require sponsorship. Sponsorship limitations per valid authorized cardholder/sponsor are listed on page 2. For more information, call (808) 259-4200, (808) 48-4916, or email [18fssdet2bellows.sf@us.af.mil](mailto:18fssdet2bellows.sf@us.af.mil).

**\*\*\*\*\*ATTENTION\*\*\*\*\***

Members requesting access to Bellows AFS, who are not in possession of an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 will be required to provide a second form of identification prior to being granted installation access. To find out if your state is in compliance, go to [www.bellowsafs.com/real-id](http://www.bellowsafs.com/real-id).

**APPROVAL OF GUEST LIST:** The guest list form is available at [www.bellowsafs.com/sponsor-guests](http://www.bellowsafs.com/sponsor-guests). This form must be e-mailed to [18fssdet2bellows.sf@us.af.mil](mailto:18fssdet2bellows.sf@us.af.mil) no later than 5 duty days prior to the function. **Faxed, scanned, and hand-carried copies of the guest list will NOT be accepted.** You will receive an e-mail confirming that your guest list has been processed. Once you receive that e-mail, additional guests will not be accepted and will have to be sponsored on base by another DoD ID cardholder at the Main Gate. The SPECIAL FUNCTION AGREEMENT Form must be submitted **IN PERSON** to SECURITY FORCES – BASE DEFENSE OPERATIONS CENTER (located inside Bldg. 220/RESERVATIONS) **no later than 5 duty days prior to the event date** to positively identify the sponsor.

**Failure to comply may result in delays or denial of guest list issuance.**

**HELPFUL TIPS:**

- Ensure your email includes your guest list, the name of the sponsor, and date/location of the event.
- Ensure your submitted guest list is your final version, with all names being the ones given on their identification cards (no nicknames), and that **ALL THEIR INFORMATION** is included. **ALL** guests must be on the list, including children.
- Use only the provided guest list template. No formatting of any kind is to be used.
- Remind **ALL** guests **16 and older** that they must have a photo ID on their person at all times while on a military installation.

## SPONSOR'S RESPONSIBILITY STATEMENT

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR (Please read, initial item, and sign final statement)																		
	I am responsible for the conduct and escorting of my guests while on Bellows AFS																		
	I will remain on-base with my guests between 10 pm-8 am.																		
	<p>I understand and will ensure my guests are aware of rental capacities/maximum occupancy per unit</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #333333; color: white;"> <th style="width: 30%;">RENTAL TYPE</th> <th style="width: 40%;">MAXIMUM OCCUPANCY</th> <th style="width: 30%;">MAXIMUM PER SPONSOR</th> </tr> </thead> <tbody> <tr> <td><b>Group Campsite</b></td> <td>Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests</td> <td style="text-align: center;">50</td> </tr> <tr> <td><b>Beach Pavilion</b></td> <td style="text-align: center;">200 guests</td> <td style="text-align: center;">50</td> </tr> <tr> <td><b>Mini-Golf Pavilion</b></td> <td style="text-align: center;">40 guests</td> <td style="text-align: center;">40</td> </tr> <tr> <td><b>Conference Room</b></td> <td style="text-align: center;">50 guests</td> <td style="text-align: center;">50</td> </tr> <tr> <td><b>Deck</b></td> <td style="text-align: center;">150 guests</td> <td style="text-align: center;">50</td> </tr> </tbody> </table>	RENTAL TYPE	MAXIMUM OCCUPANCY	MAXIMUM PER SPONSOR	<b>Group Campsite</b>	Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests	50	<b>Beach Pavilion</b>	200 guests	50	<b>Mini-Golf Pavilion</b>	40 guests	40	<b>Conference Room</b>	50 guests	50	<b>Deck</b>	150 guests	50
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	I understand that I may not add or sponsor any additional guests after my Guest List has been generated.																		
	<p>I understand <b>pets are NOT allowed</b> on Bellows AFS. In accordance with 28 CFR 35.136, only Service Animals are protected by law. Proper inquiry and required documentation will be made to validate the service animal's status.</p> <p><b>NOTE:</b> Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". A doctor's prescription for a therapy/comfort animal is not considered "proper documentation." For more info, please visit <a href="https://adata.org/publication/service-animals-booklet">https://adata.org/publication/service-animals-booklet</a>.</p>																		
	I will ensure my guests are aware of base regulations and guidelines that pertain to base safety laws, security and restricted/controlled areas while on Bellows AFS.																		
	<p>I will ensure my guests are aware of the provision that all vehicles on, entering, or departing Bellows AFS are subject to search by order of the installation commander and must be willing/able to provide the following to the Gate Sentry:</p> <ul style="list-style-type: none"> <li>• <b>Current driver's license</b></li> <li>• <b>Current proof of insurance</b></li> <li>• <b>Rental Agreement (if applicable)</b></li> <li>• <b>Current vehicle registration</b></li> <li>• <b>Current vehicle safety inspection</b></li> </ul>																		
	I will ensure my guests are aware that any infraction (i.e., military/non-military offense, traffic violations, etc.) will be cited and may result in detainment and/or removal from the installation.																		
	I will ensure my guests are aware that they are <b>NOT AUTHORIZED</b> to sponsor or bring unauthorized personnel onto the installation.																		
	Foreign National guests will <b>NOT</b> be allowed base entry unless/until they have been properly vetted through Security Forces ( <b>minimum 60 days prior</b> )																		

**By signing below, I acknowledge responsibility for aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.**

PRINTED NAME / SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR SECURITY FORCES USE ONLY**

DATE RECEIVED: \_\_\_\_\_ SPONSOR ID EXP. DATE: \_\_\_\_\_

BDOC CONTROLLER (PRINT NAME): \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

VCC REP (PRINT NAME): \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_