



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.

*******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.

APPROVAL OF GUEST LIST: The guest list form is available at www.bellowsafs.com/sponsor-guests. This form must be e-mailed to 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;"> <thead> <tr> <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>Group Campsite</td> <td>Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests</td> <td align="center">50</td> </tr> <tr> <td>Beach Pavilion</td> <td align="center">200 guests</td> <td align="center">50</td> </tr> <tr> <td>Mini-Golf Pavilion</td> <td align="center">40 guests</td> <td align="center">40</td> </tr> <tr> <td>Conference Room</td> <td align="center">50 guests</td> <td align="center">50</td> </tr> <tr> <td>Deck</td> <td align="center">150 guests</td> <td align="center">50</td> </tr> </tbody> </table>	RENTAL TYPE	MAXIMUM OCCUPANCY	MAXIMUM PER SPONSOR	Group Campsite	Day time (8 am-10 pm): 100 guests Overnight (10 pm-8 am): 75 guests	50	Beach Pavilion	200 guests	50	Mini-Golf Pavilion	40 guests	40	Conference Room	50 guests	50	Deck	150 guests	50
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	I understand ALL guests are subject to criminal background checks prior to accessing the installation. Guests with unfavorable information WILL BE DENIED access to the installation, regardless of sponsorship by authorized DoD ID cardholders.																		
	I understand that I may not add or sponsor any additional guests after my Guest List has been generated.																		
	<p>I understand pets are NOT allowed 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. NOTE: 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 https://adata.org/publication/service-animals-booklet.</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 style="display: inline-block; width: 45%;">• Current driver's license <li style="display: inline-block; width: 45%;">• Current vehicle registration <li style="display: inline-block; width: 45%;">• Current proof of insurance <li style="display: inline-block; width: 45%;">• Current vehicle safety inspection <li style="display: inline-block; width: 45%;">• Rental Agreement (if applicable) 																		
	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 NOT AUTHORIZED to sponsor or bring unauthorized personnel onto the installation.																		
	Foreign National guests will NOT be allowed base entry unless/until they have been properly vetted through Security Forces (minimum 60 days prior)																		

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: _____