

**GODDARD SPACE FLIGHT CENTER  
PERMIT TO USE GEWA RECREATION CENTER**

<b>DATE OF REQUEST</b>	<b>ORGANIZATION</b>
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Your request for use of the GEWA Recreation Center is contingent on approval by your Directorate's GEWA representative. Before making arrangements and financial obligations prior to use of the Recreation Center, please verify that your request has been approved.

<b>FACILITIES REQUESTED:</b>	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Grill	<input type="checkbox"/> Dining Room	<input type="checkbox"/> Lounge
FROM _____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM	UNTIL _____	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM
Date	Time		Time	

**PURPOSE**

<b>ORGANIZATION (Requesting)</b>	<b>APPROXIMATE NUMBER OF PARTICIPANTS</b>
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<b>TYPE OF FOOD AND BEVERAGES TO BE SERVED:</b>	<b>CATERING WILL BE BY:</b>	<input type="checkbox"/> REQUESTOR	<input type="checkbox"/> RECREATION CENTER MANAGER
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**MERCHANDISE ORDERED THROUGH THE RECREATION CENTER MANAGER MUST BE PAID FOR THREE (3) DAYS PRIOR TO THE DELIVERY OF SAID MERCHANDISE.**

<b>REQUESTOR:</b> _____	<input type="checkbox"/> CIVIL SERVICE
Name	<input type="checkbox"/> CONTRACT
Ext.	
Code	

<b>RESPONSIBLE FOR CLEANUP:</b> (See IV on Back of Form)	<input type="checkbox"/> RECREATION CENTER MANAGER	<input type="checkbox"/> UNDERSIGNED RESPONSIBLE INDIVIDUAL
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<b>FUNCTIONS OR EARLY ADMITTANCE OF INDIVIDUALS DURING CORE HOURS REQUIRE REQUESTOR'S DIRECTOR OF APPROVAL</b>	<b>EARLY ADMITTANCE REQUIREMENTS</b> (Give names and times below)
Director of _____	Date _____
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

The responsible individuals and organizations named on this form are accountable to GEWA for the proper use of the Recreation Center in accordance with the terms of this permit. In addition, the undersigned responsible individual or his alternate will remain at the Recreation Center and be accountable for the conduct of the attendees until they have left the premises (this means outside the fenced area) by the closing time specified on this permit.

**I HAVE READ THE ABOVE STATEMENT AND THE GUIDELINES ON THE BACK OF THIS FORM AND AGREE TO ABIDE BY THEM.**

**RESPONSIBLE INDIVIDUAL:**

Name _____	Signature _____	Date _____
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**ALTERNATE:**

Name _____	Signature _____	Date _____
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**GEWA REPRESENTATIVE APPROVAL:**

Signature _____	Date _____
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**IMPORTANT:** *In the event of cancellation, please notify Ext. 8498 IMMEDIATELY so the Recreation Center can be rescheduled.*

# GUIDELINES FOR THE USE OF THE GSFC RECREATION CENTER

## I. GENERAL

- A. The GSFC Recreation Center may be reserved only by GSFC civil servants and on-site/near-site contractors and only for work related functions such as division picnics, parties and dinners. It may not be used for wedding receptions, non-GEWA sponsored club meetings, private family picnics, churches, scouts, citizen organizations, or other such functions or groups. Use by other organizations is at the discretion of the Center Director, GSFC.
- B. Use of the Recreation Center for GSFC functions will require a payment at the time of reservation of \$50.00. Refunds will be made up to 2 weeks prior to the event, but not after. If event is rescheduled from the original Date and cancelled, no refund is permitted.
- C. In general, reservations for use of the Recreation Center will not be made for groups of less than 35 people on weekdays or 50 people on weekends. However, if not reserved 2 weeks prior to a given date, then smaller groups will be allowed. Exceptions must be approved by the GEWA Council.
- D. Comments and suggestions regarding the Recreation Center should be submitted in writing to the GEWA Council Facilities Chairman, not the Recreation Center Manager.
- E. Other limitations and/or restrictions on the use of the Recreation Center may be imposed by the GEWA Council to meet changing or temporary situations or emergencies.
- F. Forms must be returned to the GEWA store no less than seven (7) days prior to the event. Forms received Within 7 days are subject to Recreation Center Manager's approval.
- G. Take the completed form to your GEWA Directorate Rep for signature then make five (5) copies. Give one to the Rep and take the other four to the GEWA store.

## II. FOOD AND DRINK

- A. Persons using the Recreation Center may supply their own food and beverages. Beer kegs must fit existing taps. If there is any doubt compatibility of keg and tap, call the Recreation Center Manager on extension 8440. All usage of the Recreation Center equipment will be under the supervision of the Recreation Center Manager.
- B. Person using the Recreation Center may provide bar help, with the approval of the Recreation Center Manager. Minors are not allowed behind the bar.
- C. The Recreation Center Manager, or his designated alternate, will not open any merchandise or serve any food or beverage unit the responsible individual, or his designated alternate, is present and has signified his approval for such action.
- D. Refunds will be given only on whole kegs of beer, complete cases of soft drinks and other such complete units.

## III. HOURS OF USE

- A. Normal opening time is 4:30 PM during the week and 12 noon on weekends.
- B. Closing times for Recreation Center activities are not later than midnight on Sunday through Thursday, or 1:00 AM for functions starting on Friday or Saturday.
- C. The bar will close no later than ½ hour prior to the closing time specified on the face of this permit.
- D. If the Recreation Center Manager has not been hired for clean up, the Recreation Center must be cleaned within one (1) hour after the bar closes. That is ½ hour after the specified closing.

## IV. CLEAN UP

- A. The Recreation Center Manager will clean the facility after an event for a fee \$15.00 per hundred people, or fraction thereof, in attendance.
- B. Cleaning up means:
  1. All tables and chairs that have been used will be wiped off, folded and put away.
  2. All areas that have been used will be swept.
  3. All trash will be emptied into trashcans.
  4. All kitchen utensils that have been used will be cleaned.Note: Cleaning of the charcoal grill is the responsibility of the Recreation Center Manager.

## V. MISCELLANEOUS

- A. No one will be permitted early access to the Recreation Center without specific prior approval from his Directorate Director.. That approval is to be indicated by signature on the face of this permit.
- B. Athletic equipment is available to persons using the Recreation Center during a scheduled event. This equipment must be signed out and returned. In the event the equipment is not returned, the person who signed for it is liable for the full replacement cost.
- C. No fund-raisers or gaming activities will be permitted at the Recreation Center.
- D. If GSFC is closed due to inclement weather, the event will be rescheduled.