

COMMUNITY ROOM RESERVATION SHEET			
NAME (Last, First, Middle Initial)			DATE
QUARTERS NUMBER/HOUSE ADDRESS	HOME PHONE	DUTY STATION	WORK PHONE
COMMUNITY ROOM NAME	DATE FOR RESERVATION	KEY ISSUED ON	
KEY ISSUED BY		KEY RECEIVED BY	

RESERVATION POLICY

- 1. All eligible DOD families (exclusive of local hired civilian employees) may make a reservation for one of the community rooms located on the first floor in the following high-rises located at Yokosuka naval Base: Sakura, Himawari, Fuji, Satsuki, Ayame, Tsubaki, Shobu, Ume, or community rooms located at Ikego Hills Family Housing Area: Kyoto or Nikko.
- 2. Reservations for Yokosuka and Ikego community room will be accepted in person at the Yokosuka Housing Services Center, Bldg. 1441, or by calling 243-6784 and for Ikego in person at the Ikego Housing Office, Bldg. 679, or by calling 246-8027. Reservations for both locations may also be made via e-mail: Yokosuka_Housing@navy.mil. Reservations for Yokosuka and Ikego community rooms may be made on Monday through Friday between 0800 and 1600 hours and on the first Wednesday of the month between 0800 and 1200.
- 3. Call, e-mail, or visit the Yokosuka Facility Management Office or Ikego Housing Office during established business hours. The Community Room Reservation sheet will be provided to the requestor to complete and return to the appropriate housing office.
- 4. Keys may be picked up at the Yokosuka Facility Management Office (Bldg. 4401) or Ikego Housing Office (Bldg. 679) by the requestor between 0800 and 1600, Monday through Friday, except holidays and the first Wednesday of each month when the closing time is 1200. Keys will not be issued to any person other than the requestor, without approval from Housing management.
- 5. Use of the community room is between 0900 to 2200 hours daily. Use of community rooms is NOT permitted for any commercial activities or private employment, i.e. photo shoots, yard sales, garage sales, or any “for profit” activities, even if such home-based businesses are approved by Commander, Fleet Activities Yokosuka. Non-profit organizations may request use, but a reservation should not be made earlier than 14 days prior to the event -- strictly on a space “A” basis.
- 6. Prior to your function, it is very important that you inspect the community room utilizing the back of this form to ensure everything is in order and any discrepancies noted. If you neglect to note discrepancies, you could be held liable for damage caused by others. If you notice any discrepancies which requires immediate action, contact the Yokosuka Facility Management Office. Monday through Friday (except holidays), 0800-1600 at 243-6784, or the Ikego Housing Office at 246-8027, or the NAVFAC FE trouble desk at 115 (after duty hours and weekends/holidays).
- 7. Please leave the room clean, orderly and secured. All doors must be locked. The refrigerator must be cleaned with no accumulated food particles, mildew on gasket, etc. The floor must be swept and mopped; all decorations must be removed (please don't forget to take off any ceiling decorations); trash cans must be emptied; windows must be cleaned and locked; the grounds outside the room must be cleared of all debris and litter; chairs and tables provided with the community room must be wiped clean and moved to one side of the room. A mop, bucket, broom and dustpan are available for your use. All charges resulting from additional cleaning or refuse removal will be made in accordance with current contract costs.
- 8. Consumption of alcoholic beverages is permitted; however, cash bars are not authorized. Requestor assumes full accountability for the conduct of their guests. Barbecue areas are not included in community room reservations. No one except tower residents and their bonafide guests are allowed beyond the first floor. Guests must use overflow parking only.
- 9. Children must be fully supervised at all times.
- 10. Barbecue grills are not authorized.

HOUSING OFFICE IS NOT LIABLE FOR ANY LOST ITEMS. PLEASE ADHERE TO THE SPECIFIC DATE AND TIME RESERVATIONS ARE MADE FOR.

FAILURE TO ABIDE BY ALL RULES WILL RESULT IN SUSPENSION OF COMMUNITY ROOM PRIVILEGES.

I acknowledge and understand the above.

Date: _____ Signature: _____

Purpose of Reservation: _____

REMINDER: Requestors not picking up keys by 1600 on the day of the event (or on Friday before the weekend) will forfeit use of the room.

COMMUNITY ROOM INSPECTION REPORT

INSPECTION DATE		TIME
ITEM	CONDITION	DISCREPANCIES
CEILING		
WALLS		
WINDOWS/CURTAINS/BLINDS		
DOOR/SLIDING GLASS DOOR		
TABLES		
CHAIRS		
TRASH CANS		
CONCRETE PORCH		
FLOOR		
RESTROOM		
REFRIGERATOR		
CLEANING SUPPLY		
1-BROOM 1-DUSTPAN 1-MOP 1-BUCKET		
INSPECTION DATE		
G - GOOD D - DAMAGED R - REPAIR REQUIRED		
M - MISSING C- CLEANING REQUIRED W - WASHING REQUIRED		
INSPECTED BY		
A COST ESTIMATE OF NOTED DISCREPANCIES WILL BE PREPARED BY THE CFA, YOKOSUKA HOUSING SERVICES CENTER DURING NORMAL HOURS. A PAYMENT IF REQUIRED WILL BE PROCESSED THROUGH DEFENSE FINANCE ACCOUNTING SERVICE (DFAS) VIA THE DISBURSING OFFICE. (PSD)		
I HEREBY CERTIFY THAT THE ABOVE INSPECTION REPRESENTS A TRUE RECORD OF THE CONDITION OF THE MULTI PURPOSE ROOM, AND AGREE TO PAY FOR INCURRED ITEMS MISSING OR ANY NECESSARY CLEANING CHARGES.		
SIGNATURE OF TENANT		DATE
ORIGINAL: HOUSING FACILITIES MANAGEMENT / IKEGO HOUSING OFFICE		
COPY 1: TENANT (AFTER RESERVATION REQUEST)		
COPY 2: TENANT (AFTER KEY ISSUE)		