BUFF COMMUNITY CENTER & BARKSDALE CLUB

Room Reservation Request Form & Facility Policy Agreement (2026)

- **Buff Community Center:** 155 Rickenbacker Ave, Bldg. 1955, Barksdale AFB, LA 71110 | DSN: 456-2738 / Commercial: (318) 456-4926
- **Barksdale Club:** 644 Davis Ave, Bldg. 2945, Barksdale AFB, LA 71110

SECTION 1: POINT OF CONTACT (POC) INFORMATION

PRIMARY POC

- **Full Name & Rank:** _____
- **Unit / Squadron:** _____
- **Duty Phone / Cell:** _____
- **Email Address:** _____

ALTERNATE POC

- **Full Name & Rank:** _____
- **Unit / Squadron:** _____
- **Duty Phone / Cell:** _____
- **Email Address:** _____

SECTION 2: EVENT DETAILS

- **Name of Event:** _____
- **Hosting Organization:** _____
- **Date of Event:** _____ **Projected Guest Count:** _____
- **Alternative Date (if first choice is unavailable):** _____
- **Alternative Location (if first choice is unavailable):** _____

SCHEDULE DETAILS

- **Setup Start Time:** _____
- **Event Start Time:** _____
- **Event End Time:** _____
- **Tear-Down/Departure Time:** _____

SECTION 3: VENUE SELECTION & RATES

Please check the box next to the room you wish to request. Capacity configurations are approximate.

BUFF COMMUNITY CENTER (BLDG 1955)

☐ **Grand Ballroom** | *Rental Fee: $200.00*
- **Features:** Full Audio/Visual capability.
- **Capacity:** Banquet Style (8-top tables): ~300 guests | Theater Style: ~400 guests.

☐ **Lounge Area** | *Rental Fee: $100.00*
- **Features:** TV display and Bluetooth sound system.
- **Capacity:** Lounge seating configuration.

☐ **Dining Room** | *Rental Fee: $100.00*
- **Features:** TV display and Bluetooth sound system.
- **Capacity:** Banquet Style (8-top tables): ~88 guests.

BARKSDALE CLUB (BLDG 2945)

☐ **Grand Ballroom** | *Rental Fee: $200.00*
- **Features:** Full Audio/Visual capability.
- **Capacity:** Banquet Style (8-top tables): ~260 guests.

☐ **Patrick Hall** | *Rental Fee: $100.00*
- **Features:** Bluetooth sound system.
- **Capacity:** Banquet Style (8-top tables): ~80 guests.

HANGAR 2 (BLDG 2924)

☐ **Hangar 2** | *Rental Fee: $100.00*
- **Features:** Bar & Outdoor Patio Area
- **Capacity:** Lounge seating configuration: ~80 guests.

OFF-SITE VENUE

☐ **Hoban Hall**

☐ **Barksdale Power Museum**

☐ **Other:** _____

SECTION 4: EVENT TYPE & SERVICES CHECKLIST

Please check all services and equipment requested for your event:

Technical & Equipment	Food & Beverage Services
[ ] Audio/Visual System Support	[ ] Club Catering (Hors d'oeuvres)
[ ] Microphone (Handheld/Lapel)	[ ] Club Catering (Plated/Buffet Banquet)
[ ] Podium / Lectern	[ ] Bar Services
[ ] Table Linens / Coverings	[ ] Set-Up
	[ ] Clean-Up
	[ ] Cake Table

Special Requests / Custom Room Setup Instructions: