

# **Gossick Leadership Center Usage Procedures**

## **Booking an Event**

Events may be booked through the Services Conference Center Manager (CCM), up to one year in advance. Requests must be done in writing via email to [anne.hoyt.1@us.af.mil](mailto:anne.hoyt.1@us.af.mil). All event POCs are required to sign an agreement. Do not consider your event booked until you received an official notification from the CCM. For more information contact the CCM at (931) 454-4003.

## **Authorized Users**

*Note: AEDC Installation Commander official functions take priority over all other bookings. In the unlikely occurrence that there is a requirement to bump an event, every effort will be made to accommodate the group at another location or date.*

### **Category 1: Official Functions (Affiliated Organizations)**

The following groups are authorized use of the facility for official unit functions at no charge:

- Active Duty Military\*
- DoD Civilians
- AEDC Support Contractor Organizations
- Guard and Reserve
- UTSI
- ROTC and CAP
- TWRA

Official unit functions are defined as bona fide official meetings or training held as part of the normal duty day. A letter from the unit commander/director stating that this is an official event will be required. There is no facility fee for these events; however, a \$50 cleaning charge may be applied in instances where additional custodial services are required to restore the facility. Outside food and beverages are not allowed. Catering from a Services facility may be arranged with the CCM.

*\*AEDC/CC (to include Corporate Services), AEDC/TSD, AEDC/TSS, and AEDC/TST are authorized to host an event one time per calendar year utilizing an outside food source. This privilege cannot be relegated to another organization or a branch within their division.*

### **Category 2: Unofficial Functions (Affiliated Organizations)**

The following groups are authorized use of the facility for unofficial functions:

- Active Duty Military
- DoD Civilians
- AEDC Support Contractor Organizations
- Guard and Reserve
- UTSI
- ROTC and CAP
- TWRA
- Club Members

A facility usage fee of \$10/hour will be charged. An additional \$50 cleaning charge may be applied in instances where added custodial services are required to restore the facility. Partial hours used will be charged for the full hour. Outside food and beverages are not allowed except as noted below. Catering from a Services facility may be arranged with the CCM.

### **Category 3: Non-affiliated Organizations**

The following groups are authorized use of the facility for meetings, training, and off sites and will be charged a facility usage fee of \$30.00/hour:

- Retired Military
- Non-affiliated organizations with approval of the AEDC/TSD Director.

Partial hours used will be charged for the full hour. Outside food and beverages are not allowed. Catering from a Services facility may be arranged with the CCM.

### **Category 4: Non-affiliated Individuals**

Community members may host events at the GLC with the approval of the Services Director. Examples of private events include: weddings, reunions, and holiday parties. A facility usage fee of \$75/hour will be applied. Partial hours used will be charged for the full hour. An additional \$50 cleaning charge may be applied in instances where added custodial services are required to restore the facility. Other charges may be incurred for set-up, linens, etc. Outside food and beverages are not allowed. Catering from a Services facility may be arranged with the CCM.