



**DEPARTMENT OF THE AIR FORCE
90TH MISSILE WING (AFGSC)**

1 Aug 23

MEMORANDUM FOR 90 MW PERSONNEL

FROM: 90 FSS/FSW

SUBJECT: Trail's End Holiday Party Reservations Policy

1. Reservations can be made for Trails End Event Center for squadron holiday parties on a first come first served basis. All fees must be paid within seven (7) days of making the reservation. If no payment is received within seven (7) days, the time slot will become available for a new reservation.
2. Pricing for holiday parties will be \$200.00 for the first three hours and \$25.00 for each additional hour.
3. Reservations can be made by calling Trails End at 773-3048 or e-mailing 90fss.comservice@us.af.mil.
4. All setup, teardown and cleanup to include trash will be the responsibility of the squadron making the reservation. Please include any extra time needed when making your reservation.
5. Any damages to the facility or equipment will require reimbursement from the reserving party.
6. IAW AFI 34-219, no outside alcohol is permitted on Trail's End property. If you wish to include the Wrangler Lounge in your reservation, please annotate it on the form. The Wrangler Lounge must meet a minimum of \$300.00 in sales. If not met, you will be responsible to pay the difference.
7. The use of confetti and/or glitter is prohibited.
8. All reservations are subject to change due to mission requirements.
9. Please contact Ms. Ashley Jensen at 773-3024 or ashley.jensen@us.af.mil for any questions or concerns.

BRIAN L. BOCK, GS-13, DAF
Chief, Community Service Flight
90 Force Support Squadron