



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

MEMORANDUM FOR

FROM: 90 FSS/FSW

SUBJECT: Trails End Holiday Party Reservations Policy

1. Reservations can be made for Trails End for squadron holiday parties on a first come first serve basis. All fees must be paid within 7 days of making the reservation. If no payment is received within 7 days, the time slot will become available for a new reservation.
2. Pricing for holiday parties will be \$250.00 for the first 3 hours and \$40.00 each additional hour.
3. Reservations can be made by calling Trails End at 773-3048 or emailing 90fss.comservice@us.af.mil.
4. All set-up, teardown, and cleanup to include trash and vacuuming 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 including carpet, walls, pictures, and/or equipment will require reimbursement from the reserving party.
6. IAW AFI 34-219, NO outside alcohol is permitted on Trails 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 \$350.00 in sales. If not met, you will be responsible to pay the difference.
7. The use of confetti, glitter, and any tape other than painters' tape or scotch tape is prohibited.
8. All reservations are subject to change due to mission requirements
9. Please contact Ms. Ashley Jensen at 773-6041 or ashley.jensen.5@us.af.mil for any questions or concerns.

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STEVEN D. TAYLOR
Chief, Community Service Flight
90 Force Support Squadron