

Requesting Mitchell Hall Payment for Cadet Meals Using the Falcon Club, or Golf Course

Requests to have Mitchell Hall payment must be coordinated in advance with jeannie.schroeder@us.af.mil or glenn.loyche@us.af.mil. We will need information filled in and then sent to us for an authorization number prior to confirming your reservation with the Falcon Club or the Golf Course. The Venue/Caterer will request this number prior to booking the event.

The purpose of these funds is to provide social training and mentorship to cadets under their command. The training objective of events supported with CUL funds should mimic social and training functions cadets will attend as newly appointed officers on active duty.

Mitchell Hall is ONLY able to pay up to \$13.80 for Breakfast, \$15.55 for Lunch (not authorized during Mandatory Lunch), \$18.80 for a grab and go dinner meal or \$44.50 per cadet for a full-service sit-down dinner meal. Additionally, please be aware that Mitchell Hall is not able to pay for any non-cadets, room charges, surcharges, tax, tips, paper products or alcohol, just food.

If the meal cost exceeds the established limits, the requesting organization is responsible to coordinate with the Venue/Caterer to cover the remainder of the bill.

Permanent Party and all other guests are to be paid for separately as coordinated with the catering manager.

I understand and agree to the conditions and instructions above for booking an event at HAPS, the Falcon Club, or Golf Course.

Certification Statement

For Mitchell Hall Reimbursement

I hereby certify that cadets attending _____

(EVENT NAME)

on _____ at _____

(DATE)

(Venue/Caterer)

Are precluded from attending _____

(MEAL MISSED)

due to _____.

I understand that this agreement does not obligate Mitchell Hall to any contract with any business entity for catering/food support.

(Permanent Party Member in Charge (AOC/OIC), Printed Name, Signature & Date)

Event Coordinator Printed Name, Signature & Date (person coordinating event with the venue)

Mitchell Hall Authorization Number: