



USAG Natick FMWR

Thank you for considering the Lord Community Center (LCC) for your next event.

The use of Conference and Meeting spaces will be reimbursed by organizations and/or individuals according to the posted fee schedule.

The LCC fee schedule (Enclosure 1) illustrates both official and unofficial room rates for both weekday and weekend events as well as other available services and fees

Government entities, mission partners and/or military units are authorized to execute Appropriated funds (APF) to pay for MWR conference facility utilization, as well as reimbursement for expenses incurred by MWR in support of the NSSC mission. Under no circumstance will NAFs be used instead of authorized APF support as a matter of convenience. Units should consult their respective SJA for specific policy pertaining to authorized uses of mission APF.

Official functions include but are not limited to the following examples:

- (1) Military training, Government Civilian training.
- (2) Command-hosted conferences (excluding associated social functions).
- (3) Changes of Command, retirement ceremonies (excluding associated social function).
- (4) Promotion / awards ceremonies (excluding associated social function).
- (5) Memorial services for Fallen Soldiers.
- (6) Prayer breakfast.
- (7) Dining In, Ice breaker.
- (8) Cultural awareness programs.
- (9) Family Readiness Group meetings.
- (10) Meetings or briefings conducted and/or hosted by NSSC Units.
- (11) Organizational Days (director level and above, at one per year per Unit).
- (12) APF/NAF funded events (including Protocol 012 funded, Collaborative Information Environments, Hiring Fairs).



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MWR offers limited catering services (boxed lunch and coffee service) provided through the MWR Snack Bar (Bldg. 1). Menu information is being updated and is available upon request. Outside food is permitted in the LCC. Customers are responsible for securing and paying for their own catering service, and all caterers must be cleared to access USAG Natick. Commands of hosting activities are responsible for consulting their respective occupational and food safety offices to prevent and mitigate risks anticipated during any sponsored activity.

All users of MWR facilities and equipment are subject to penalties for misuse of program privileges as defined in AR 215-1, Chapters 7-4 and 18. Prohibited activities include, but are not limited to the following examples:

- (1) Personally profiting from the use of MWR merchandise or services.
- (2) Promotion of offensive or inappropriately themed activities.
- (3) Any activity prohibited by the State in which the activity resides.

Failure to comply with any section of this policy may be subject to forfeiture of funds and immediate event cancellation.

Event hosts may inquire with the MWR office for space availability using the following email Natick MWR Room Reservations at usarmy.natick.id-t2.mbx.mwr-room-reservations@army.mil.

No facility usage request is confirmed until an MWR Facility Reservation Request Form (Enclosure 2) has been approved by an MWR representative. Please complete and return to the above email address.

We look forward to serving you.

Thank you again for your continued patronage,

Your FMWR Team



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The following user fee schedule outlines fees for spaces within the Lord Community Center (LCC) as well as relevant services available to event hosts.

Conference Space (Upstairs)

Maximum occupancy: 200

Meeting Period	Weekdays 0800 – 1600		Weekends & Holidays 0900 - 2100
	Official	Unofficial	
Half Day (up to 4 hours)	\$50	\$100	
Full Day (8 hours)	\$100	\$200	\$400

Notes:

1. Room access is granted one hour before and after scheduled time at no cost.
2. Normal Business Hours: 0800 to 1600 weekdays.
3. Extended Business Hours:
 - Weekdays 0600 to 0800 or 1600 to 2200 = \$50 per hour
 - Weekends 0600 to 0900 or 2100 to 2400 = \$100 per hour
4. Other Available Equipment / Services:
 - a. Video projector available for rent: \$20 per day.
 - b. Video screen available for free (you can bring your own video projector)
 - c. Kitchen has refrigerator and freezer (limited space), and ice machine.

Coffee Service

- One Service per four-hour segment.
- Includes pot of coffee and pot of hot water, hot chocolate packets, tea bags, individual creamers, sugars, cups, lids, and stirrers.
- Pricing:
 - 25 ppl or less - \$25
 - 26 – 50 ppl - \$50
 - 51 – 100 ppl - \$75

Note: 1-gallon of coffee serves approximately 15 people.

Recreation Center (Downstairs)

Maximum occupancy: 75

- \$100 per day for private events (does not include bartender services).
- Available weekdays from 0800 to 1500 (Bar open 1500 to 1800 Tues - Thurs.)

Notes:

1. Extended Business Hours:
 - Weekdays 0600 to 0900 or 1500 to 2200 = \$50 per hour.
 - Weekends 0800 to 2400 = \$100 per hour.



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Outdoor Patio Area

- Access to the patio area immediately adjacent to the LCC is limited to reservations (official or social), garrison-wide events, and/or hours when the LCC (Recreation Center and/or South Point Bar) are open.
- Reservations are required for all functions (official and social).
- Recreation equipment (outdoor grill and yard games) can be rented through MWR.
 - Outdoor grill rental fee (on-post use only): \$30 per day
- Access/use to inside LCC facilities will not be available, unless requested and approved with MWR in advance.
- Reservations must be requested through the MWR Room Reservation email system at: [Natick MWR Room Reservations](#).

Bartender Service

Available for all events at/near LCC or on USAG Natick.

Cost: \$30/Hour (2-hour minimum weekdays; 4-hour minimum Saturdays and Sundays).

Guaranteed \$75 sales minimum/ Hour x total hours served (option available for parties 20 and larger; 2-hour minimum applies).

The pricing model which results in the lesser cost to the event host is applied using the following example:

Example: An event is scheduled for a total of 4 hours. The guaranteed minimum sales, which are actual sales from customers across the point of sale (POS), would be \$300.00.

Scenario 1: If sales generated during the event are \$310.00, then guaranteed minimum sales have been met. In this case, the cost to the Host POC for bartender service is \$0.00.

Scenario 2: If sales generated during the event are \$290.00, then guaranteed minimum sales have not been met. In this case, the cost to the Host POC for bartender service is \$10.00.

Scenario 3: If sales generated during the event are \$190.00, then guaranteed minimum sales have not been met. The cost to the Host POC for bartender services is \$110.00.