



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNT 31406, BOX 80
APO AE 09630

AMIM-MWN-WR

1 February 2024

MEMORANDUM FOR RECORD

SUBJECT: United States Army Garrison Italy – Darby Military Community Family and Morale, Welfare & Recreation Darby Community Center Warrior Room Rental Fee Structure

1. This memorandum specifies the basic Warrior Room Rental Fee Structure for the USAG ITALY – DMC Darby Community Center as follows:
 - a. Warrior Room (All): \$200 full-day (up to 8 hours)
 - b. Warrior Room (All): \$100 half-day (up to 4 hours)
 - c. Warrior Room (Half): \$150 full-day (up to 8 hours)
 - d. Warrior Room (Half): \$75 half-day (up to 4 hours)
2. Fees include: free wifi, room cleaning and table/chair staging with tear down. Additional items such as TV HDMI connection, projectors and NIPR network connection must be coordinated. Extra Items not listed such as food warmers, food and beverages, table coverings and place settings will be additional costs.
3. The fee structure applies to all events, meetings, classes and conferences.
4. Waivers may be granted by the Garrison Commander or DFMWR if deemed appropriate.
5. Point of contact for this memo is the undersigned, DSN 645-8234.

A handwritten signature in black ink, appearing to read "Todd K. Smith".

TODD K. SMITH
Combined Activities Manager
Family and Morale, Welfare
& Recreation