# MacDill Davis Conference Center Frequently Asked Questions (FAQ)

Thank you for your interest in hosting an event at the Davis Conference Center! The use of the center is governed by MacDill Instruction (MACDI) 90-100, Davis Conference Center. To assist you in planning your event, please find below answers to some frequently asked questions.

**Frequently Asked Questions:**

## 1. Who can use the Davis Conference Center?

- The Davis Conference Center is available for official business conducted by the Department of Defense (DoD) and other Federal Government agencies. This includes:
    - DoD and Federal Agencies located at MacDill AFB
    - Off-Base DoD and Federal Agencies

## 2. What types of events are permitted?

- The center can accommodate a variety of events, including:
    - Meetings and conferences
    - Training sessions
    - Seminars and workshops
    - Briefings and presentations

## 3. How can I schedule an event?

- Please submit a **formal request** to the Davis Conference Center Scheduling Office. This request should include:
    - Date(s) and time(s) of the proposed event
    - Alternate date(s) that might work for the proposed event
    - Estimated number of attendees
    - Type of event (meeting, conference, etc.)
    - Catering requirements (if any)

## 4. How far in advance can I schedule an event?

- Events are scheduled on a priority basis (refer to MAFBI 90-100 for details):
  - Priority 1 may be scheduled up to 12 months in advance
  - Priority 2 may be scheduled up to 6 months in advance
  - Priority 3 may be scheduled up to 4 months in advance
  - Priority 4 may be scheduled up to 2 months in advance

## 5. What are the fees for using the center?

- Fees may apply depending on the nature of the event and the user.
  - Users may incur minimal fees for custodial support
  - Additional fees apply whenever an event extends beyond normal hours
  - Please inquire with the Scheduling Office for specific fee information

## 6. What are the hours of operation?

- Hours of Operation:
  - Monday-Friday, 0730-1630
  - POs may enter the facility at 0730 for event setup
  - Events may start as early as 0800 and must end no later than 1530
  - There is a 30-minute window at the end of the day (1530-1600) to allow for end-of-day check-out, room cleaning, and facility shutdown
  - You should build your agenda with events concluded at 1530

## 7. Is there parking available?

- Parking is available on-site:
  - Main Parking Lot (behind the building) has GO/SES/handicapped reserved spaces (first come, first served); motorcycle parking/bicycle rack available
  - Pavilion Parking Lot (across the street) is available for parking with additional handicapped spaces (first come, first served)
  - Front Drive is for guest drop-off/pickup only
  - Service Drive is available for loading/unloading (30 minutes only)

## 8. Do you have caterers assigned to the conference center?

- Catering is available at the center:
  - There are two caterers assigned to the center
  - Both provide AM and PM break service
  - If you are interested in catering for your event, let us know

## 9. Am I able to bring outside food into the facility?

- Outside catering is not permitted. Self-catering option is currently not authorized at the center. Self-catering is defined as bringing outside food & beverage into the center, e.g., home-prepared items, or retail purchased items, etc.
- Guests may bring outside food into the DCC for their individual consumption only

**10. How can I contact the Scheduling Office?**

- You can contact the Scheduling Office by:
    - **Phone:** (813) 828-9280
    - **Email:** eventscheduling@us.af.mil
    - **In-person**: 7633 Bayshore Blvd, Tampa Florida 3362
    - **Site Visits/Tours**: By appointment only

For more detailed information:

Please refer to MACDI 90-100. You can access these instructions at the Air Force Publishing Site. Link to instruction:

[MacDill AFB Instruction 90-100, Davis Conference Center](MacDill AFB Instruction 90-100, Davis Conference Center)

(Current as of July 2025)