



# MWR FACILITY RESERVATION FORM

Email to: **MWRChinhaeRecreation@us.navy.mil**

Reservation #:

Date:

Point of Contact: (Print Last, First Name MI):

Rank:

DSN Phone:

Cell:

Email Address:

Command/Unit:

Event Information:

Facility(s) Requested:

Date of Event (From):

Multiple Dates (To):

Start Time:

End Time:

Persons Attending:

### Purpose of Facility Rental (Check all that apply):

Meeting

Training

Private Event

Command Function\*  
(requires supporting document)

Fundraiser \*

\*Requires approval from  
MWR N94 Business office

Birthday

Other: (Specify):

Special Instructions:

Initial

**By my initials & signature I indicate that I understand and acknowledge the following:**

Food and/or beverages purchased or carried in the facility(s), not prepared by MWR is not permitted in any MWR space; MWR Catering may be coordinated through the Food and Beverage Manager, x5350;

Fundraiser events are coordinated through the MWR Office. A special request form must be completed then submitted and approved ten (10) days in advance of the requested date;

Room(s)/facility(s) maybe reserved no more than one quarter (3 months) in advance. A room, deposit or facility charge(s) may apply; 50% penalty of the total price will be charged when cancelled within 48 hours of the reservation.

I understand that room(s)/facility(s) and support equipment are required to be broken down and returned to its original condition; BBQ grills, garbage receptacles, tables, chairs and sink must be cleaned and/or emptied with items such as tables, shoes and bowling balls returned. If the facility is not left clean or is damaged a \$50 fee may be applied.

Unscheduled Command functions, Military training, MWR events and unit sports days will have priority over fundraising events.

Failure to comply with one or more of these guidelines will result in forfeiture of reservation privileges and any charges that may be applied.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_