



# 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:

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

Initial

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: \_\_\_\_\_



# GEAR RENTAL AGREEMENT

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

Name (Last, First): \_\_\_\_\_ Rate/Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ Command Function (requires supporting documentation): YES / NO

Email Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Alternate/Cell Phone: \_\_\_\_\_

| Equipment | Color/Size | Quantity | Rental Fee | Total |
|-----------|------------|----------|------------|-------|
|           |            |          |            |       |
|           |            |          |            |       |
|           |            |          |            |       |
|           |            |          |            |       |
|           |            |          |            |       |
|           |            |          |            |       |
|           |            |          |            |       |

Pick-up Date: \_\_\_\_\_ Drop-off Date: \_\_\_\_\_ Deposit: \_\_\_\_\_

Pick-up Time: \_\_\_\_\_ Drop-off Time: \_\_\_\_\_

- I agree to return the gear equipment, listed below, in the same condition as when it was checked out. All soiled, damaged, or lost equipment will be replaced or repaired at the user's expense. A cleaning fee of \$100 USER ACCEPTS FULL RESPONSIBILITY FOR LOSS OR DAMAGE OF ALL RENTED EQUIPMENT.
- Equipment must be checked out and returned to the Community Recreation or Fitness office during operating hours.
- Gear is available on a first come, first serve basis. Rental equipment can be reserved ahead of time. There is no charge for gear issued for Command events.
- Late fees accumulate at the daily rental rate.
- User will make own arrangements for pickup and return of rented equipment.
- I have read and understood the responsibilities of this rental agreement.
- I agree to reimburse, indemnify, and hold harmless the US Navy, the Navy MWR program, its agents and employees from any and all claims and causes of action that arise or may arise from my (our) use of the Navy MWR equipment and/or facilities.
- Requestor is responsible for pickup, setup and breakdown of equipment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Total Paid: \_\_\_\_\_

Receipt# \_\_\_\_\_

Late/Damage/Cleaning Fee: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

By: \_\_\_\_\_

Date Checked In: \_\_\_\_\_

By: \_\_\_\_\_

Date emailed to:

Athletic Director: \_\_\_\_\_

Community Director: \_\_\_\_\_

Warehouse Manager: \_\_\_\_\_