



**PLEASE PRINT CLEARLY**

Today's Date (mm/dd/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Ship/Command/Dept: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Secondary POC: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT INFORMATION**

Function Type:  Official Command Event       Private Event       Other: \_\_\_\_\_  
 Name of Event: \_\_\_\_\_ Number of People Attending: Min \_\_\_\_\_ Max \_\_\_\_\_  
 Event Date (mm/dd/yy): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Please include time for set up, breakdown and clean up.

**MULTI-PURPOSE ROOM**

Multi-Purpose Room A (130-200 max)       Multi-Purpose Room B (130-200 max)  
 Full Multi-purpose Room (300 Seated)

**PLEASE Place your initials after reading the following information**

1. Hours of Operation: The Multi-Purpose facility hours are 0800 to 2300. \_\_\_\_\_
2. Reservation request(s) should be submitted no later than one week prior to the reservation date. \_\_\_\_\_
3. Reservations cannot be made more than three (3) months in advance. \_\_\_\_\_
4. Reservations are confirmed and added to the reservation calendar on a first come, first serve basis. \_\_\_\_\_
5. Official Command Functions at times may have priority. \_\_\_\_\_
6. Command Functions are official events that involve an entire command. \_\_\_\_\_
7. Birthday Parties and Social Events are Private Functions. \_\_\_\_\_
8. For changes or cancelations please call Community Recreation Office at 1785-4206 / 3531.  
 \*\*\*\*It is extremely important you notify MWR of cancellations or changes so we can assist with other reservations.
9. MWR meeting rooms and related program areas are not cleared for "Classified Material Briefs". \_\_\_\_\_
10. The Command or group reserving MPR are responsible for set-up, breakdown and clean up. \_\_\_\_\_
11. All equipment must be put away after the event. MPR room should be clean, no trash or items left behind. Loss or damage to an MWR facility or equipment will be turned over to Navy Legal for action. \_\_\_\_\_
12. Outside food and beverages are not permitted in the MPR unless ordered through MWR Catering. \_\_\_\_\_  
 \*\*\*\*A cake for ceremonies or receptions is the only outside food exception.
13. A room or facility charge for private functions.  
 Usage fees for MWR Multipurpose Room of the Freedom Souq are:  
     ➢ **Room A or B: \$25.00 per hour, \$80.00 for a four hour period, \$120.00 for a full day**  
     ➢ **Full Room: \$50.00 per hour, \$160.00 for a four hour period, \$240.00 for a full day**
14. Moveable partition walls are not to be moved by anyone other than MWR personnel.
15. Fundraising must have a completed fundraising form from JAG before reservation can be booked. \_\_\_\_\_
16. All equipment used in other areas of Freedom Souq must be returned as the end of event to the MPR. \_\_\_\_\_



**MULTI-PURPOSE ROOM**

**Room Requirements:** There is limited equipment for use in the Multi-Purpose Room. Additional items required may be rented from Community Recreation, if delivery is required fees apply. All media and National Anthems are the responsibility of the Command. Please plan in advance for your event needs.

**The following items are available for use in the Multi – Purpose Room Only.  
 Please select what items and quantity required for your event.**

- Food /Catering  YES  NO
- Laptop  YES  NO
- Podium (2 available)  YES  NO
- PA System  YES  NO
- Microphone  YES  NO
- Folding Chairs  YES  NO
- VIP Chairs (5 available)  YES  NO
- Tables  YES  NO
- Projector  YES  NO
- Large US Flag (covers projector screen)  YES  NO
- Bullets (8 total)  YES  NO
- Bell  YES  NO
- Red Carpet  YES  NO

**\* Contact MWR Catering Office. 439-4204/1785-4204**

Room rental fee is waived with MWR catering of \$200 or more.  
 Customer must provide a copy of catering contract.

**By my signature, I indicate I have read and understand the rules and regulations above.**

**Customer Signature:**

**Date:**

For MWR Community Recreation Staff:  Reservation Confirmed in Reservation Calendar

Staff Name:

Date:

Supervisor Approval needed  YES  NO

Supervisor Signature/Date: