

MWR Admin Office

2nd Floor, Freedom Souq Bldg
Phone: 1785-4422
Open Sunday - Thursday 0800 - 1630



**FACILITY
RESERVATION REQUEST
MULTI-PURPOSE ROOM**

PLEASE PRINT CLEARLY

TODAY'S DATE: _____ NAME: _____ DSN#: _____
SHIP/CMD/DEPT: _____ EMAIL: _____ CELL: _____
SECONDARY POC: _____ EMAIL: _____ DSN#: _____

EVENT INFORMATION:

FUNCTION TYPE: OFFICIAL COMMAND EVENT PRIVATE EVENT OTHER: _____

NAME OF EVENT: _____ # OF PEOPLE ATTENDING*: MIN MAX
*A MINIMUM OF 50 ATTENDEES IS REQUIRED FOR RESERVATION

START DATE: _____ START TIME*: _____ END TIME*: _____
***PLEASE INCLUDE TIME FOR SET UP, BREAKDOWN & CLEAN UP**

END DATE*: _____
***IF DIFFERENT THAN START DATE**

COMMANDING OFFICER/OIC SIGNATURE (PRINT & SIGN)*: _____
***FOR OFFICIAL FUNCTIONS ONLY**

MPR: ROOM A (150 MAX) ROOM B (150 MAX) FULL ROOM (300 SEATED)

PLEASE INITIAL EACH LINE AFTER READING THE FOLLOWING INFORMATION.

1. Hours of Operation: The Multi-Purpose facility hours are 0800 to 2200(Sun-Thu)/1000 to 2200 (Fri& Sat). _____
2. "Pending" reservations will be held for 10 business days, then removed if paperwork is not received by the 10th day. _____
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 have priority over private events. _____
6. Retirements, Symposiums, Awards Ceremonies, Conferences and Change of Commands are considered private events. _____
7. Maximum of two (2) rehearsals for one (1) hours per event. _____
8. For changes or cancellations please contact the MWR Admin Office. _____
*****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 the MPR is responsible for, but not limited to, the following:
Set up, break down, removal of all trash, returning of all equipment to proper location. _____
11. Loss or damage to MWR facility or equipment may result in cleaning and/or replacement charges or reporting to Navy Legal for action. _____
12. Outside food and beverages are not permitted in the MPR unless ordered through MWR Catering. _____
Exception: A cake for ceremonies or receptions is the only outside food exception.
13. Room charges for events. _____
Usage fees for private events:
Room A or B: **\$25.00 per hour, \$80.00 for a 4 hour period, \$120.00 for a full day**
Full Room: **\$50.00 per hour, \$160.00 for a 4 hour period, \$240.00 for a full day**
14. Moveable partition walls are not to be moved by anyone other than authorized MWR personnel. _____
15. Fundraising events must have an approved fundraising form before reservation may be booked. _____
16. Minimum capacity for reservation is 50. _____
17. Capacities may be adjusted based on Health Protection Conditions & Installation Commanding Officer approval. _____

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Limited equipment is available for use in the MPR. 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 are required for your event.**

Food/Catering* YES NO
Contract #: _____

* Contact MWR Catering Office. 439-4204/1785-4204. ROOM RENTAL FEE IS WAIVED WITH MWR CATERING OF \$200 OR MORE PER DAY OF UTILIZATION. CUSTOMER MUST PROVIDE A COPY OF THE CATERING CONTRACT.

Laptop* (2 available) YES NO

*VGA cord included. **HDMI CORD NOT AVAILABLE.**

Podium (2 available) YES NO

QTY:

PA System YES NO

Microphone (3 available) YES NO

Folding Chairs YES NO

QTY:

VIP Chairs (5 available) YES NO

QTY:

Tables (Rectangular) YES NO

QTY:

Projector/Screen YES NO

Bullets (8 available) YES NO

Bell YES NO

Red Carpet YES NO

Large US Flag YES NO

Stage Lights YES NO

THERE ARE COUNTRY FLAGS AND US STATE FLAGS WITH POLES AND STANDS IN THE MPR FOR USE

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

Customer Signature: _____ Date: _____

For MWR Staff: Reservation Confirmed in Calendar: YES NO

Staff Signature: _____ Date: _____

Supervisor Approval needed: YES NO Supervisor Signature & Date: _____

Please fill out, sign and email the MPR reservation form to: M-BA-NSA-MPR@us.navy.mil