



Community Recreation Office
 2nd Floor, Freedom Souq Bldg
 Phone: 1785-4206/3531
 Open Sunday-Thursday 1000-1800

**Recreational Facility
 Reservation Request
 PARKS & COURTYARD**

Today's Date (mm/dd/yy): ____/____/____ Name: _____ Phone: _____

Ship/Command/Dept: _____ Email: _____

EVENT INFORMATION

Function Type: Official Command Event Private Event Other _____

Name of Event: _____ Number of People Attending: Min _____ Max _____

Event Date (mm/dd/yy) : From: _____ To: _____ Event Time: Start: _____ End: _____

Please Note: 1 hour will be added to the end time to allow for clean-up/ reset. 15 minutes late arrival is considered a cancelation. Reservations are first come, first serve.

COMMUNITY RECREATION FACILITY

- Fleet Park (next to Softball Field) Main St. Park (next to Liberty Center)
 Family Park (next to Family Pool) Mario's Courtyard

PLEASE READ THE FOLLOWING INFORMATION

- All reservations **must be done in person**; first come, first serve. For changes and/or modifications to reservations please call Community Recreation Office at 1785-4206 / 3531.
- Reservation request(s) should be submitted no later than 24 hours prior to the reservation date.
- Facilities and support equipment must be returned to its original condition. Loss or damage to MWR facility and or equipment will be turned over to Navy Legal for action.
- BBQ grill cleanup is the customer's responsibility. A \$25.00 cleaning fee will be charged if BBQ pit is not cleaned after use.

Park Hours: Sunday-Thursday: 0630-2300; Saturday, Sunday & US Holidays: 1000-2300

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

Customer's Signature: _____ Date: _____

For MWR Community Recreation Staff: Reservation Confirmed

Staff Name: _____ Signature _____