

MORALE, WELFARE, AND RECREATION
CHINA LAKE, CA 93555-6001

FACILITY REQUEST

Privacy Act on reverse (pg. 2)

NAME OR CODE NUMBER OR ORGANIZATION			DATE
NAME OF REQUESTER (First, middle Initial, last)		CODE	WORK PHONE NUMBER
HOME ADDRESS			HOME PHONE NUMBER
TYPE OF ACTIVITY	FOOD/BEVERAGE REQUIRED* <input type="checkbox"/> YES <input type="checkbox"/> NO	PROVIDED BY (Specify club, etc.)	NUMBER OF PEOPLE

*According to NAWCWPNS/NAWS CL regulation, food or beverage brought in by groups other than club must be approved by MWR

(X)	FACILITY	(X)	FACILITY	(X)	FACILITY	(X)	FACILITY
	SOLAR PARK		AEROBIC ANNEX		WEST KNOX (1) SOFTBALL FIELD		GOLF COURSE
	LANAI		GYM ANNEX		EAST KNOX (2) SOFTBALL FIELD		YOUTH CENTER
	SOLAR PARK POOL		SKATING RINK		DAVIDOVE SOCCER FIELD		PARADISE
	OASIS POOL		TENNIS COURTS		REARDON SOFTBALL FIELD		BAREFOOT BAR
	GYMNASIUM		EAST KNOX SOCCOER FIELD		SCHOEFFEL SOFTGBALL FIELD		OTHER (Specify)
	INDOOR POOL		WEST KNOX SOCCER FIELD		HALL MEMORIAL LANES (BOWLING)		

OTHER REQUIREMENTS (Chairs, tables, microphones, and stands)

DAY	TIMES	DATE(S)
MONDAY		
TUESDAY		
WEDNESDAY		
THURSEDAY		
FRIDAY		
SATURDAY		
SUNDAY		

SIGNATURE OF REQUESTER	DATE	I acknowledge reading, understanding, and complying with the information contained on both sides (pg. 1 - 2)
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MWR PERSONNEL USE ONLY

SIGNATURE OF FACILITY MANAGER	DATE	RESERVATION ACCEPTED BY	DATE		
FEE CHARGED \$	RECEIPT NUMBER	DEPOSIT \$	RECEIPT \$	PAYMENT <input type="checkbox"/> ADVANCE	MAKE CHECKS PAYABLE TO MWR FUND10205
APPROVAL <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE OF DIVISION HEAD			DATE	

GENERAL INFORMATION

1. All fees are payable in advance unless approved be the MWR Director. Payment constitutes a confirmed reservation. No exceptions.
2. When using MWR facilities requester/organizations are required to abide be NAWS CL regulations.
3. Facility Requests are changed ONLY with the written consent of the facility manager via the MWR Director.
4. Two week notice is given if approval for use of facilities is canceled, except in the event of official NAWSCWPNS?NAWS CL requirement that could require cancellation of scheduled events at any time.
5. If the requester cancels the reservation, give a minimum of 72 hours notice. **DEPOSITS ARE NOT REFUNDED AFTER THIS PERIOD.**