

**MWR FACILITY RESERVATION REQUEST**

Please print the information requested below. Once received, your application will be forwarded for approval to the MWR Director for approval. Incomplete applications will be returned to applicant.

1. The MWR facilities at the Community Center, Olde Mill Inn and Gaeta Fleet Center may not be used for fund raising without approval of the Commanding Officer of NSA. Guidelines are found in NSA GAETA INST 1710.11A, (guidelines for private organizations.)
2. Applicant is responsible for cleaning up all areas that are used.
3. All fees are non-refundable.
4. Regular hours of operation at Olde Mill Inn are sunrise to sunset. Use may be extended for specific events, upon approval.
5. Use of MWR facilities is a privilege. Misconduct may result in loss of privileges.
6. The introduction of wine or beer into the Olde Mill Inn Park is permitted but hosts are responsible for preventing incidents detrimental to person or property due to misuse of alcohol. Distilled spirits are not allowed. No alcoholic beverages may be brought into the Community Center or Gaeta Fleet Center by the applicant or guests.
7. Utilize 'COMMON SENSE' and take care of MWR facilities, so that all may enjoy them.
8. All decorations and supplies utilized by the applicant and guests must be removed upon completion of event.

Point of contact name (first and last) \_\_\_\_\_  
 Name of organization (if applicable) \_\_\_\_\_  
 Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_  
 Box # \_\_\_\_\_

Alternate point of contact name \_\_\_\_\_  
 Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Number of guests expected \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

**FACILITY REQUESTED: (CIRCLE ONE)**

OLD MILL INN MAIN PAVILION \$25.00 PER DAY

OLD MILL INN BACK LARGE PAVILION \$15.00 PER DAY

OLD MILL INN SMALL WOOD PAVILION \$15.00 PER DAY

OLD MILL INN SOFTBALL FIELD \$10.00 PER DAY

OLD MILL INN SMALL FIELD \$10.00 PER DAY

OLD MILL INN CHAMPS BAR \$35.00 PLUS CATERING/BARTENDER FEES AS APPLICABLE

\*COMMUNITY CENTER MULTIPURPOSE ROOM

\*COMMUNITY CENTER THEATER

\*COMMUNITY CENTER GYM

\*GAETA FLEET CENTER LOUNGE AND DECK

**\*these facilities are ONLY available outside of regular scheduled business hours**

I understand the rules and regulations stated above for use of MWR facilities and will comply with them.

\_\_\_\_\_  
 Signature of Applicant Date

Approved Disapproved \_\_\_\_\_  
MWR Director Date