

MWR

PAVILIONS

RESERVATION FORM



Thank you for choosing the MWR Pavilions at NSA Bethesda for your event. We are proud of our outdoor facilities and strive to keep them enjoyable for all users.

PHONE: (301) 400-1783

- Reservations can be made at the MWR Community Recreation Rental Center, Bldg 239, **Monday – Friday, from 0900 – 1500.**
- Active duty may reserve the pavilions, as far as, **60 days** in advance of their event.
- All others may reserve, as far as, **30 days** prior to the event.
- All reservations must be requested at least **14 days** before the event date.

REQUESTER INFORMATION

Name of Requester:

Organization/Department:

Phone:

Email:

Type of Function:

Date Of Function:

MM/DD/YYYY

Time of Function:

Approx. #

of Attendees:

Please place a "Check Mark" next to the appropriate status, as well as, the space(s) you wish to reserve.

Requester Status:

☐

Active Duty

☐

Dependent

☐

DOD

☐

Retiree

☐

Non-Affiliated Org.

Pavilion Daily Rental Rates

Pavilion 1 or 2

Pavilion 3

Pavilion 1 & 2

Military:

\$50

\$25

\$85

Civilian:

\$75

\$37

\$135

Reservation For:

☐

Pavilion 1

☐

Pavilion 2

☐

Pavilion 3

(Open to All: Horseshoe Pit, Sand Volleyball Court, Basketball Court, & Playground)

RULES & REGULATIONS

- 1. RESERVATIONS:** I understand that I must complete this rental request form and pay in full to guarantee my reservation. Requests for refunds will be honored if the reservation is canceled 7 days prior to the booking. Any cancellation requested in less than 7 days will only receive a 50 percent refund.
- 2. MEMORANDUM:** The **Requester** for the event must be in possession of this memorandum at all times when utilizing the MWR Pavilions. Please note Pavilion reservations include shared use of other recreational spaces including horseshoe pits, outdoor basketball court, sand volleyball court and the playground. Contact the **FITNESS CENTER** at (301) 295-0031 for additional reservations of the Turf field and/or Softball field.
- 3. HOURS OF OPERATION:** The MWR Pavilions are available Monday – Friday, 0500 – sunset and Saturday and Sunday, 0900 – sunset. All areas must be cleaned and vacated by sunset.
- 4. REGULATIONS:** All persons using the MWR Pavilions must abide by both written and posted regulations governing the use of the recreation area and facilities to insure maximum safety and serviceable use. The **Requester**, as identified on this form, is responsible for the enforcement of regulations during the event.
- 5. ALCOHOL:** I understand that persons under 21 years of age are not to be served alcoholic beverages at any time. I understand that I will be held responsible for ensuring enforcement of this rule. Glass containers are not permitted on site.
- 6. DECORATIONS:** I understand that all decorations must be removed from the pavilions after use.
- 7. GRILLS:** I understand that I am responsible for supplying my own charcoal to on-site grills. Only authorized propane appliances are permitted by MWR.
- 8. AMPLIFIED MUSIC & PA SYSTEMS:** DJ's, PA systems and amplified music are allowed upon written request by the group POC. Please ensure that music volume is monitored in order to minimize the impact on the surrounding civilian community and other authorized users in the area.
- 9. PARKING:** Parking is limited to the parking lots running along the recreation area. DO NOT drive or park vehicles on the grass, turf or running track. Any vehicle parked illegally is subject to ticketing by security. Parking is restricted Monday – Friday, 0600 – 1500.
- 10. CLEAN-UP:** I understand that outdoor pavilions are subject to dirt, dust and natural debris and that I am responsible for preparing the pavilion for use. I understand that I will be held responsible for cleanliness of the pavilions and all refuse must be deposited in the appropriate trash receptacles. All overflow trash must be placed in the dumpster. A \$50 fee will be charged if the area is not clean.
- 11. DAMAGES:** I understand that I will be held responsible for all damages that I may cause at the pavilion and to any equipment at the pavilion, and that said damage to the equipment, facility, or surrounding area will be billed to me.
- 12. SAFETY:** In the event of a disaster requiring evacuation of the facility or base (i.e., fire, gas leak; or other incident determined to be life threatening), please follow the direction of Navy Security, fire or MWR personnel. Emergency Services (911), Non-emergency (202-433-4201).
- 13. ANIMALS:** Animals, with the exceptions of service dogs, may NOT be brought onto the premises. Service dogs must remain on a leash at all times. **Requester** is responsible for ensuring that all waste is cleaned up and disposed of properly.

**BY SIGNING THIS FORM, YOU ACKNOWLEDGE
YOU HAVE READ & UNDERSTAND THE RULES & REGULATIONS**

Requester Signature:

Rank/Grade:

Date:

MWR Approval Signature:

MWR Approval Name:

Date: