

MWR

POOL & GYMNASIUM

RESERVATION FORM



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

PHONE: (301) 295-0031

FAX: (301) 295-5156

- Reservations are to be made at the MWR Fitness Center, **Monday – Friday, from 0900 – 1700.**
- 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:

Unit Commander/Senior Personnel:

Phone:

Email:

Type of Function:

Date Of Function:

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.

Reservation For:

Half Court #1 Half Court #2 Full Court Pool Lane Foyer Area (Bldg. 17)

RULES & REGULATIONS

- 1. RESERVATIONS:** This reservation is valid only for the date indicated. If you wish to cancel your reservation, the **Requester** must provide either a written request for cancellation or a phone call to 301-295-0031 at least 48 hours in advance of the scheduled event. NO youth team(s) or any sport team(s) that are NOT affiliated with the NSAB MWR Sports Department are allowed to use the Basketball Court.
- 2. MEMORANDUM:** The **Requester** for the event must be in possession of this memorandum at all times when utilizing the MWR Basketball Court. Please note that at any time the Fitness Center staff may deny your request if we deem the space unsafe for use. (i.e., softball field)
- 3. HOURS OF OPERATION:** The MWR Basketball Court is available Monday – Friday, 0900 – 2000 for Command Functions, Tuesday & Thursday, 0500 – 2000 for Unit/Command PT.
- 4. REGULATIONS:** All persons using the MWR Basketball Court 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. FUNDRAISING:** Fundraising is NOT permitted at any event unless the NSAB Commander provides approval.
- 6. APPROVAL:** Unit Commander/Senior Personnel must approve and sign all MWR Basketball Court Reservation forms for command events.
- 7. DESTRUCTION OF PROPERTY:** Removal, destruction or flagrant abuse of any equipment located in the area is prohibited. The **Requester** will be responsible for all financial restitution.
- 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. CLEAN-UP:** Following the event, all trash and decorations must be deposited in the appropriate trash receptacles. All overflow trash must be placed in the dumpster. A \$100 fee will be charged if the area is not clean.

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

Requester Signature:

Rank/Grade:

Date:

Unit Commander/Senior Personnel Signature:

Rank/Grade:

Date:

MWR Approval Signature:

MWR Approval Name:

Date: