



# MWR Sports Complex

## Reservation Form

PHONE: 301-295-0031

FAX: 301-295-5156

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.

Reservations are to be made at the MWR Fitness Center, Monday – Friday, from 0900 – 1700. 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 <b>Requester</b> :	Organization/ Department:
Email:	Phone:
Type of Function:	Date & Time of Function:
Unit Commander / Senior Personnel:	Phone:
Email:	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 is for:

Pavilion #1	Pavilion #2	Pavilion #3 (next to softball field)	Softball Field	Turf Field
Sport Court	Sand Volleyball Court	Horseshoe Pit	Running Track (PRT only)	

### RULES & REGULATIONS

- Reservations:** This reservation is valid only for the date indicated. If you wish to cancel your reservation, **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 teams or any sport team that are NOT affiliated with NSAB MWR Sports Department are allowed to use the Sports Complex Turf or Softball Field.**
- Memorandum:** The **Requester** for this event must be in possession of this memorandum at all times when utilizing the MWR Sports Complex. 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)
- Hours of Operation.** The MWR Sports Complex is available from 0500-sunset Mon-Fri and 0900-sunset Sat & Sun. All areas must be cleaned and vacated by sunset.
- Regulations.** All persons using the MWR Sports Complex 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.
- Fundraising:** Fundraising is NOT permitted at any event unless the NSAB Commander provides approval.
- 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.

7. **Approval:** Unit commanders/senior personnel must approve and sign all MWR Sports Complex Reservation forms for command events.
8. **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. Cutting, picking or removal of flowers, plants or shrubs in the recreation area is prohibited.
9. **Tables.** Tables must not be moved from one area to another.
10. **Fires and Cooking.** Fires are permitted for cooking purposes in barbeque grills built into the pavilion(s). Use of individually owed portable grills is prohibited. Charcoal must be furnished by the customer. Fire shall be effectively extinguished before securing the area.
11. **Beverages.** Possession and use of alcoholic beverages must conform to all age restrictions. The use of glass containers is prohibited.
12. **Amplified Music and 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.
13. **Children's Playground.** The playground is provided for the enjoyment of children. Parents are encouraged to supervise children at all times to insure their safety.
14. **Synthetic Multipurpose field and Softball field.** No metal cleats are allowed on either field. In the event of heavy rain, MWR reserves the right to cancel reservations based on field conditions.
15. **Horseshoe Pit.** Equipment for the horseshoe pit is available to be checked out at the front desk of the Fitness Center in bldg. 17.
16. **Clean-Up.** Following the event, all trash, decorations and refuse 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.
17. **Pavilion Numbers.** Please ensure that you are occupying the correct pavilion. Pavilion #1 is located closest to the road and Pavilion #2 is directly beside it. Pavilion #3 is next to the softball field(40 patrons or less). Each pavilion has numbered signs.
18. **Bees.** The pavilions are in a wooded area which is a natural place for bee stings to occur. Spraying must be taken as a precaution if anyone is allergic to bee stings.
19. **Lightning.** It is not safe to be on the fields or at the pavilions during storms.
20. **Animals.** Animals, with the exception 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 AND UNDERSTAND THE RULES & REGULATIONS**

Requester Signature: _____	Rank/ Grade: _____	Date: _____
Unit Commander/ Senior Personnel Signature: _____	Rank/ Grade: _____	Date: _____
MWR Approval Signature: _____	MWR Approval Name: _____	Date: _____