

Pavilion Reservation

Please complete this form and return to the MWR Community Recreation Office in Midtown (Bldg. 175) on NAS I or to the Liberty Center on NAS II. If you have any questions, please call 624-4777.

Contact Information:

Primary POC: _____ Cell Phone (Local): _____

Organization Name (if applicable): _____

Email: _____ Work Phone: _____

Command: _____ Estimated # of People: _____

Secondary POC: _____ Cell Phone (Local): _____

Event Details:

Event Date: _____ Start Time: _____ End Time: _____

Pavilion Requesting:

☐ **NAS I Memorial Park Pavilion 1:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 32**

☐ **NAS I Memorial Park Pavilion 2:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 8**

☐ **NAS I Memorial Park Pavilion 3:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 8**

☐ **NAS I Pool Pavilion 4:** Pavilion includes: picnic tables. **Max Occupancy: 32**

☐ **NAS II Pavilion:** Pavilion includes: picnic tables, 220v & 110v power outlets, restrooms, and BBQ area with charcoal grills and sink. **Max Occupancy: 100**

NOTE: Pavilion reservations do not include access to NAS II Turf Field, Volleyball Court, or Tennis Courts. To reserve the Turf Field, Volleyball Court or Tennis Courts on NAS II or the NAS I Annex Fields, please contact the MWR Fitness Center at 624-4483 or 624-5243.



Pavilion Rules (please initial)

- _____ Use at your own risk
- _____ Improper use of equipment is prohibited
- _____ No removal/defacement of property
- _____ Trash shall be deposited in proper receptacles. Please recycle appropriately
- _____ No glass containers
- _____ No pets
- _____ **No smoking or use of tobacco products**
- _____ BBQ grilling is permitted when the following provisions are met:
- Possession of an approved BBQ Permit
 - Required standoff from all combustible materials/structures is observed in accordance with the approved 'BBQ Permit'
- _____ Pavilion reservations have priority and can be made through the MWR Community Recreation Office on NAS I or the Liberty Center on NAS II
- _____ Parks & Pavilion Hours of Operation are sunrise to sunset
- _____ I agree to adhere to all local instructions and posted guidelines
- _____ I have read, acknowledge, and agree to follow, all presented rules and policies as listed above

The user is responsible for their own clean up immediately following the event and must leave the area in the same condition in which it was found. Have fun, be safe, and please be sure to clean up!

Customer Signature: _____ **Date:** _____

Reservation Confirmation (Office use only)

Reservation Confirmed by - Print: _____ Signature: _____

Date Reservation Made: _____ Receipt Number: _____

**Patrons – Please retain a copy of this form for your records*