



# MWR ROOM RESERVATION

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

---

## Contact Information

Primary POC: \_\_\_\_\_ Cell Phone (Local): \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Command/Organization: \_\_\_\_\_ Estimated # of People: \_\_\_\_\_

Secondary POC: \_\_\_\_\_ Cell Phone (Local): \_\_\_\_\_

## Event Details

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ ☐ 24 Hour Block

Event Start Time (include setup): \_\_\_\_\_ Event End Time (include tear down): \_\_\_\_\_

Description of Event: \_\_\_\_\_

---

---

## Facility Requesting (Check One)

☐ **CLASSROOM/KITCHEN:** Located on 2<sup>nd</sup> Floor in Bldg. 175 (Midtown) on NAS I. Includes access to tables, chairs, Kitchen with limited appliances, Wi-Fi, optional room dividers, whiteboard, projector screen, and restrooms. User is responsible for setting up and breaking down tables and chairs and must provide their own audio/visual equipment including laptop, projector, and speakers.

**Max Occupancy: 40**

☐ **COMPASS ROOM:** Located on 2<sup>nd</sup> Floor in Bldg. 157 (The Commons) on NAS I. Includes access to tables, chairs, bar area, Wi-Fi, optional room dividers, two projector screens, built in dance floor, and restrooms. User is responsible for setting up and breaking down tables and chairs and must provide their own audio/visual equipment including laptop, projector, and speakers.

**Max Occupancy: 180**

☐ **CHART ROOM:** Located in Bldg. 157 (The Commons) on NAS I. Includes access to tables, chairs, Wi-Fi, projector screen, and restrooms. User is responsible for setting up and breaking down tables and chairs and must provide their own audio/visual equipment including laptop, projector, and speakers.

**Max Occupancy: 220**

---

# ROOM RENTAL POLICIES & PROCEDURES

***Please read, initial and sign below***

- All facility reservations must be submitted for MWR approval. Reservations may only be made up to 90 days in advance. MWR will evaluate all reservation requests and notify the requestor of final approval status.
- Set up/take down and care for the facility and equipment is the responsibility of the reserving party. Taping, nailing, or tacking items to walls is prohibited.
- Post event clean-up, which includes removal of trash and wiping down tables and counters, is to be completed immediately after the event and is the responsibility of the reserving party. Upon inspection of the room by the MWR staff, and in the case the room is not cleaned, the cleaning deposit (if applicable) will be forfeited or future reservations will be withheld until the cleaning fee has been paid.
- Reserving party may provide food and drinks but alcohol is strictly prohibited in the rooms unless provided by MWR.
- Reserving party must provide their own audio/visual equipment including laptop, projector and speakers.
- A key to the facility will be issued at the Community Recreation front counter in Bldg. 175 between 0930 and 1730 the day of the event. If access to the room is needed before 0930, the key MUST be picked up the day before the event.
- The reserving party is responsible for ensuring the building is secure upon completion of the event. The key must be returned to the Community Recreation front counter at the conclusion of the event or the following business day by 1200.
- Community Recreation Hours of Operation: Monday through Friday 0930-1730, and closed on Saturday, Sunday and Holidays.
- The individual signing the rental agreement will be responsible for replacement or repair fees for damage sustained to room or items in room.
- Individuals or organizations utilizing MWR facilities or spaces are prohibited from conducting fundraisers, commercial services or another activity requiring a fee unless "specifically authorized by the NAS Sigonella Commanding Officer, via the Staff Judge Advocate (SJA).
- MWR spaces shall not be used for events or activities which involve cultural observances, recognitions, or celebrations. Such events must be identified in the "Description" section on page one.

## ***Please Initial:***

A \$100 cleaning fee will be charged if room is not cleaned and organized.

INITIAL: \_\_\_\_\_

A replacement/repair fee will apply for damage sustained to tables or chairs.

INITIAL: \_\_\_\_\_

A \$50 replacement key fee will be charged if a key is lost, broken or not returned.

INITIAL: \_\_\_\_\_

## ***Agreement:***

*I have read, acknowledge, and agree to follow all policies and procedures above.*

## ***Hold Harmless:***

*I agree to indemnify and hold harmless the United States, the Department of the Navy, CNIC and its military and civilian personnel from any liability in the leasing of MWR facilities and use of any MWR facility equipment. It is also expressly understood that I shall indemnify and hold harmless Navy Morale, Welfare and Recreation Division, the installation's Morale, Welfare and Recreation activity, and its personnel, in the event that negligence or other fault of the MWR caused or contributed to the loss or claim.*

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***MWR Staff Use Only***

Reservation Confirmed by: Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date and Amount Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Room Inspected By: \_\_\_\_\_ Room Clean? Y N Date: \_\_\_\_\_