

# Pavilion Reservation

Please complete this form and return to the MWR Community Recreation Office in Midtown (Bldg. 175) on NAS 1 or to the Liberty Center (Take 5) on NAS 2. If you have any questions, please call 624-4777.

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## 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: \_\_\_\_\_

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## Pavilion Requesting:

- NAS 1 Memorial Park Pavilion 1:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 32**
  
- NAS 1 Memorial Park Pavilion 2:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 8**
  
- NAS 1 Memorial Park Pavilion 3:** Pavilion includes: picnic tables, 220v & 110v power outlet, and access to playground. **Max Occupancy: 8**
  
- NAS 2 Pavilion:** Pavilion includes: picnic tables, 220v & 110v power outlets, BBQ area with charcoal grills and sink, restrooms, and sand volleyball court. **Max Occupancy: 100**

NOTE: Pavilion reservations do not include exclusive access to NAS 2 Turf Field or Tennis Courts. To reserve the Turf Field or Tennis Courts on NAS 2 or the NAS 1 Annex Fields, please contact the Fitness Center at 624-4483/5243.



## 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 1 or the Liberty Center (Take 5) on NAS 2
- \_\_\_\_\_ 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*