

# **DFMWR RESERVATION REQUEST FORM**

Fill in information below

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**Name of Requesting Unit/Organization**

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**POC (Name of responsible patron)**

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**POC Phone Number**

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**POC Fax Number**

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**Date(s) of Function**

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**Start/Finish Time of Function**

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**Type / Purpose of Function**

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**# of attendees**

YES  NO  
**Is catering required?**

YES  NO

**Is there a VIP list?** If yes organization must provide a list of VIP's invited to and attending the event.

I \_\_\_\_\_ am not holding a function or activity for personal gain or organizational profit. I understand IAW DoD Regulation 5500-7-R Government facilities may not be used for personal or private gain.

YES  NO

**Is the facility being utilized for a fund raising activity?** If yes organization must provide a request for fundraising.

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**Requestor's Signature**

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**Date**

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**Special requests or remarks**

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