Name of Requesting Unit/Organization

POC (Name of responsible patron)

POC Phone Number

POC Fax Number

Date(s) of Function

Start/Finish Time of Function

Type / Purpose of Function

# of attendees

Is catering required?

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

I □ YES  □ NO  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.

Requestor’s Signature

Date

Special requests or remarks