

DFMWR RESERVATION REQUEST FORM

Fill in information below

Name of Requesting Unit/Organization

POC (Name of responsible patron)

POC Phone Number

POC Email Address

Date(s) of Function

Start/Finish Time of Function

Type / Purpose of Function

Facility/Field Requesting

of attendees

YES NO

Is Org Providing Food?

YES NO

Is Photography allowed?

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.

Requestor's Signature

Date

Special requests or remarks

Specker Field House – Email form to calvin.m.simpson2.naf@mail.mil or joseph.r.castro23.naf@mail.mil

Wells Field House – Email form to justin.c.fitzgerald.naf@mail.mil