

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

Responsibility for facility cleanliness lies with the Reserving Group. All Trash must be removed and placed in the dumpster behind Wells.

Obstacle Course – Email form to sheila.j.edwards.naf@army.mil; Karen.l.shepherd2.naf@army.mil

Wells Field House – Email form to sheila.j.edwards.naf@army.mil ; Karen.l.shepherd2.naf@army.mil