

**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 Requested**

\_\_\_\_\_ **# of attendees**

\_\_\_\_\_ **# of ACFT lanes requested**

**Is Photography allowed?**  YES  NO

**Is there a VIP list?**  YES  NO

If yes, organization must provide a list of VIPs 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.

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Date**

**Special requests or remarks**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_