

MWR THEATER REQUEST



STEP 1: APPLICATION

Email completed application to georgiann.l.hill.naf@us.navy.mil

Command: _____ Requested by: _____ Date: _____

Work Phone: _____ POC: _____

Work E-mail: _____ Function: _____ Size of Group: _____

FYI: SAT & SUN availability times are 0700-1130

Event date: _____ Start Time: _____ End Time: _____

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2. I accept full and complete responsibility for use of the MWR Theater and will ensure all requirements for release of responsibility have been met.

Signature

Signature of Program Manager if applicant is a reservist

STEP 2: ACCEPTANCE OF CONDITIONS (READ AND INITIAL)

____ For any equipment not found in theater e.g. chairs, bell, bullets, red carpet the user will make their own arrangements

____ For use of PA projector, user will make his own arrangements with Ground Electronics Office: 817-782-3844 ET: 817-205-5128

Email: FTWO_OPS_GEMD@navy.mil BLDG 1422 GEMD

____ User must check status of AC prior to use and contact Public Works at x6380 / 6330 if the unit is not cooling/heating.

____ User will pick up and return key to the MWR Admin office, M-F 0800-1600 BLDG 1525 RM 204A.

____ I understand that if anyone from my command uses or goes behind the Theater concession area, this could impact future use of the facility.

STEP 3: AGREEMENT TO CLEAN UP

I authorize the above named person to use the MWR Theater. I WILL ensure that the MWR Theater will be cleaned after use in accordance with the checklist shown below. I understand that failure to comply with these requirements will result in denial of future use of the MWR Theater.

Printed Name: _____ Signature: _____

(This section must be signed by the Department Head of the individual reserving the Theater)

STEP 4: CONFIRMATION

1. Your request for the MWR Theater has been APPROVED DISAPPROVED

Reason: _____ Signature _____

STEP 5: VERIFICATION OF CLEANUP

1. The following checklist will be completed by requester upon conclusion of the function.

- ____ Yes ____ No Building has been swept.
- ____ Yes ____ No All trash has been taken out to the dumpster at the Bowling Center.
- ____ Yes ____ No All-PA system components have been stowed properly
- ____ Yes ____ No Key turned back into the MWR Admin Office
- ____ Yes ____ No Restrooms stocked and cleaned.

I have ensured all qualifications have been met Signature _____

MWR Representative Signature _____