## MWR THEATER REQUEST



## **STEP 1: APPLICATION**

Email completed application to <a href="mailto:georgiann.l.hill.naf@us.navy.mil">georgiann.l.hill.naf@us.navy.mil</a>

	Requested by:	Date:
Work Phone:	POC:	
Work E-mail:	Function:	Size of Group:
	FYI: SAT & SUN availability times a	are 0700-1130
Event date:	Start Time:	End Time:
Event date:	Start Time:	End Time:
Event date:	Start Time:	End Time:
2. I accept full and complete respon	sibility for use of the MWR Theater and will ensure	e all requirements for release of responsibility have been met
Si	gnature Sign	nature of Program Manager if applicant is a reservist
STEP 2: ACCEPTANCE	OF CONDITIONS (READ AND IN	ITIAL)
For any equipment not found	in theater e.g. chairs, bell, bullets, red carpet the us	er will make their own arrangements
For use of PA projector, user	will make his own arrangements with Ground Elec	etronics 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 / 6	330 if the unit is not cooling/heating.
77 '11 ' 1 1 1 1	tey to the MWR Admin office, M-F 0800-1600 BL	DC 1525 PM 204A
User will pick up and return k	cy to the MWK Admin office, M-1 0000-1000 BE	DO 1323 KW 204A.
		oncession area, this could impact future use of the facility.
	om my command uses or goes behind the Theater c	
I understand that if anyone from STEP 3: AGREEMENT I authorize the above named person	om my command uses or goes behind the Theater c  TO CLEAN UP  to use the MWR Theater. I WILL ensure that the M	oncession area, this could impact future use of the facility.
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