

MWR THEATER REQUEST

STEP 1: APPLICATION

From: _____ To: Movie Reel BLDG 1845 Date: _____
ATTN: Darla Richardson x 7745 Fax# 7568
e-mail: darla.l.richardson@navy.mil

1. I request use of the MWR Theater

Command _____ Requested by: _____
Work Phone: _____ POC: _____
Work Fax: _____ Function: _____
Date and Times Needed: _____

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: _____

3. If applicant is a reservist:

Signature of Program Manager _____

STEP 2: ACCEPTANCE OF CONDITIONS (READ AND INITIAL)

- _____ For any equipment not found in theater (such as chairs, bell, bullets, red carpet) user will make own arrangements
- _____ For use of PA projector, user will make his own arrangements with Ground Electronics x7842
- _____ User must check status of AC prior to use and contact PW at 6380/6330 if the unit is not cooling
- _____ User will pick up and return key to the MWR admin office, 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

(This section must be signed by Department Head of Individual reserving the theater)

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: _____

STEP 4: CONFIRMATION

From: Movie Reel _____ To: _____
MWR Department BLDG 1845

1. Your request for the MWR Theater on _____ has been (circle one)

APPROVED DISAPPROVED Reason: _____ Signature: _____

STEP 5: VERIFICATION OF CLEANUP

1. The following checklist will be completed by requester upon conclusion of the function and this worksheet will be left at Movie Reel BLDG 1845

- _____ Yes | _____ No | Building has been swept
- _____ Yes | _____ No | All trash has been properly disposed of
- _____ 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

2. I have ensured all qualifications have been met Signature: _____

3. MWR Representative Signature: _____

