

MWR Community Center Reservation Form:

Email completed reservation form to: BaseKodiakMWR@uscg.mil

Date of Function: _____ **Name of Function:** _____

Start Time: _____ **End Time:** _____ **Estimated Attendance:** _____

Time of event should include time needed for setup and break down

Room(s) Requested: ☐ Dining room \$25 for 4hrs ☐ Kitchen \$75 for 4hrs ☐ Whole Facility \$100 for 4hrs

Sponsor: _____

Email Address: _____

Cell #: _____ **Duty #:** _____ **Unit:** _____

Supervisor Name & # (Use Sponsor's supervisor if a dependent): _____

Alternate POC: _____

Email Address: _____

Cell #: _____ **Duty #:** _____ **Unit:** _____

Please read carefully and initial alongside each item:

_____ No glitter, confetti, or candles with flames are allowed in the facility.

_____ Guests **ARE NOT** allowed to cause any damage to the walls, doors, or ceilings when decorating. **DO NOT USE ANY HOLE PRODUCING ITEMS (STAPLES, TACKS, NAILS, ETC.) TO HANG DECORATIONS.**

_____ Sponsor and guests **ARE NOT** allowed to remove or move any permanent furnishings or carpeting.

_____ Sponsor is responsible for facility/equipment/clean up/trash associated with the event.

_____ Sponsor is responsible for ensuring base access for all personnel without a base I.D. (function attendees and catering personnel).

_____ For events scheduled outside the Community Center's normal business hours, the sponsor assumes responsibility for facility condition and security.

_____ If any funds are collected to attend or participate, or to purchase items during the event, an approved **Fundraising Request Form** is required to be turned in BEFORE your reservation will be scheduled.

_____ If using the kitchen, you are required to have Servsafe Food Handler training (Servsafe.com) or a Coast Guard certified Food Safety Officer (FSO) present for your event. **The sponsor is responsible for ensuring proper use and cleanliness of the kitchen facility.**

FSO Name: _____ Phone: _____

_____ Local caterers and restaurants **ARE NOT** authorized to sell or dispense alcohol on Base Kodiak. Additionally, customers **shall comply with the alcohol provisions outlines in CGBASEKODIAKINST 1710.2(series)**, for consumption or sale during an event.

_____ I acknowledge that I have reviewed CGBASEKODIAKINST 1710.2(series), I have received a cleaning checklist and assume responsibility for cleanliness and damages. The cleaning checklist must be returned with the key after your event. **We will call you back if the facility has not been properly cleaned.**

As the event POC, I understand that I am responsible for abiding by the terms and conditions set forth in this contract and in CGBASEKODIAKINST 1710.2 (series).

Sponsor Signature: _____ **Date:** _____

MWR Approved: _____ **Date:** _____

Date Paid: _____ **Payment Type:** _____