

MWR Fest Tent – Reservation Form

Unit / Organization Name: _____

Name Primary POC: _____ Primary POC Phone: _____
(primary poc must be in attendance during entire function)

Name Alt POC: _____ Alt POC Phone: _____

Date of Function: _____ Function Time: From _____ To _____
(includes setup & clean up & must be during normal operating hrs.)

Purpose/Event: _____ Number Attending: _____

Agreement

General:

1. This agreement is for use of the MWR Fest Tent. POC must brief to parents/guardians prior to and also at start of function.
2. Taping charts, signs, pictures, etc. on the tent walls or doors is strictly prohibited.
3. Usage of the stage area is not permitted, unless approved. There will be no sitting on the front of the stage. Children are prohibited from being/playing on the stage.
4. No monies may be exchanged, for any reason, between anyone using this facility unless sanctioned by FMWR.
5. Table and chairs can be rented from Northwest Adventure Center @ 253-967-7744.
6. Alcohol is not allowed. For this to be approved a Memo of Responsibility must be signed by the Commander and submitted in advance to the Special Event MWR Coordinator.
7. All Food must be purchased through MWR (Bowling, MWR Catering) or be "pot luck" in nature.

Set-up:

1. Room set-up is the responsibility of the requesting activity.
2. POC's will introduce themselves to staff prior to set-up and be available through clean up.
3. Chairs and tables are moved on dollies and precautions will be taken to protect the facility from damage.

Clean up:

1. At the conclusion of the event, the MWR Fest Tent must be cleaned.
2. Trash must be removed and placed in the dumpster.
3. Entire Fest Tent floor must be swept and damp-mopped.
4. The room will be left as instructed by staff regardless of how it was found.
5. Before leaving the facility, the event coordinator/POC must receive approval from staff that the room is cleaned to standard.

Fees: \$50.00 an hour/ \$1,500 per week
\$25 per hour for A/V tech support

Agreement agreed by (print name): _____

Signature: _____

Approved by: _____ Date: _____

Payment made at JBLM MWR Headquarters (253)967-0285/2085 JBLMSpecialEvents@army.mil