

# 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 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.

### 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:** \$400.00 for 3 hours

**Additional hours:** \$50.00 an hour

Agreement agreed by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment made at DFMWR Headquarters BLDG 2013 3rd floor Unit Funds Division (253)966-4300**