



Joint Base Lewis-McChord MWR

# Unit Funds

2013 N. 3rd St. Rm 326, 253-966-4300



American Lake Conference Center



McChord Club



Whispering Firs/Habañero Mexican Grill



The Bistro Patio

Unit funds are non-appropriated funds provided for the entertainment, recreation and comfort of the personnel of the units/squadron.

Benefits must be made to ALL personnel of the unit/squadron.

Unit funds may be carried over from one year to the next and do not expire at the end of a fiscal year.

Requirements to establish and maintain your Unit Funds Account:

1. Yearly Strength Report
2. DA 1687 Signature Card for authorized custodians
3. Assumption of Command Orders

Guidance on authorized use and instructions on how to obtain funds can be found in the Memorandum of Instruction Unit Funds.

For more information and forms visit:  
[JBLMmwr.com/programs/unit-funds](http://JBLMmwr.com/programs/unit-funds)

## Outdoor Recreation

Use your Unit Funds to rent Outdoor Recreation equipment or go on trips! Rent kayaks, skis, snowboards and more! Visit [JBLMmwr.com/programs/equipment-rental](http://JBLMmwr.com/programs/equipment-rental) for a list.

## Shoreline Park

Reservations are required for all covered pavilions; a 72-hour cancellation or reschedule notice is required for a full refund less the \$10 administrative fee.

A \$25 refundable deposit will be returned if the facility is clean, trash is removed and tables are in their original positions. Reservation fee required up front (Unit Funds can prepay). Lakeview Pavilion: \$105, North Shore: \$65, Sunrise: \$105

**Having a unit function? Unit Funds can be easily transferred to the MWR facility you reserve.**

## American Lake Conference Center

Located on the serene banks of American Lake and boasting exquisite landscaping, American Lake Conference Center offers guests a place to gather and celebrate. The facility provides sweeping views of the lake from upper and lower banquet rooms, seating areas for relaxation and conversation and a large pavilion with firepit for your outdoor gatherings.

Our catering staff is committed to helping you create the events you envision. Your dedicated catering consultant will meet with you every step of the way as you plan your event—whether it's a casual reception, full-service fine dining or something in between.

## McChord Club

The catering staff will help your vision become a reality with high-quality service and affordability. We can help you plan an event or party that reflects your style and fits within your budget. Host your unit or squadron holiday party with us! We can accommodate both small, intimate gatherings and large groups with fully catered, sit-down dining or casual buffet.

## Other MWR facilities that maybe used:

MWR Fest Tent, Nelson Recreation Center, Cascade Dining Room, Eagle's Pride Brewhouse, Bowl Arena Lanes, Habañero Mexican Grill, JBLM Shotgun Shooting Complex, Summer Cove Pavilion and more!

**Call Centralized Catering at 253-966-4998 to get your unit function at an MWR facility started today!**  
**email: [usarmy.jblm.id-readiness.list.dfmwr-centralized-catering@mail.mil](mailto:usarmy.jblm.id-readiness.list.dfmwr-centralized-catering@mail.mil)**

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