

Parks, Picnics, & Pavilions Reservation Form

REQUEST DETAILS

Pavilion Name/Location: _____

Event Date: _____ Start Time: _____ End Time: _____

Approximated Attendance: _____ Purpose of Rental: Command Function Birthday
 Family Gathering Other

POC DETAILS

Name: _____ Command/Unit: _____

Phone: _____ Email: _____

Home Address: _____

Status: Active Duty Reserve Dependent DoD CIV Rank: _____

AGREEMENT

*I agree to adhere to all local polices, instructions, and posted guidelines.
I have read, acknowledge, and agree to follow, all presented rules and policies and have been provided a copies of both CNIC and local requirements.
I have provided Community Recreation with all required documentation and/or information.
I understand that I am responsible for my own clean up immediately following my event. I understand that I must leave the area in the same condition in which I found it. In the event that MWR must clean up the rental area following the event, I understand I will be charged for that service and will forfeit my deposit.
Hold Harmless: The Patron agrees to indemnify and hold harmless the United States, the Department of the Navy, CNIC, and its military and civilian personnel from any liability in the leasing of MWR facilities and use of any MWR facility equipment. It is also expressly understood that the Patron shall indemnify and hold harmless Navy Morale, Welfare and Recreation Division, the installation's Morale, Welfare and Recreation activity, and its personnel, in the event that negligence or other fault of the MWR caused or contributed to the loss or claim*

Have fun, be safe, and please be sure to clean up!

Name (Print): _____ Signature: _____ Date: _____

MWR Staff Complete

Approved by (Print): _____ Signature: _____ Date: _____

Date Reservation Made: _____ Receipt Number: _____ Date Deposit Paid: _____

Staff Inspection: (Signature & Date) _____ Date Deposit Returned: _____

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5013, Secretary of the Navy; 5 U.S.C. § 301, Departmental Regulations; and Executive Order 9397 (SSN).

PRINCIPAL PURPOSE: DON General Morale, Welfare, and Recreation Records (System of Records Notice NM01700-1) (February 12, 2008, 73 FR 8035). To administer programs devoted to the mental health and physical well-being of DON personnel and other authorized users; to document the approval and conduct of specific contests, shows, entertainment programs, sports activities/competitions and other MWR-type activities and events sponsored or sanctioned by the DON; to provide a means of paying, recording, accounting, reporting and controlling expenditures and merchandise inventories associated with MWR programs, activities; to enable fitness/sports facility personnel to determine the appropriate level of activity participation; to provide on-base emergency personnel with medical information regarding an emergency.

ROUTINE USES: MWR personnel will use this information to determine an individual's eligibility to use MWR products, services and facilities (hereinafter "services") and track the provision of MWR services, as well as patron agreement to the terms and condition for continued use, to include payment for services. In addition, disclosures generally permitted under 5 U.S.C. 552a(b) and specifically (b)(3) (for media or public affairs release, to financial institutions to process payments and to provide health and personal information in the event the patron requires medical treatment while using a MWR service) may be made. Information may also be made available for routine use to other governmental agencies for law enforcement and administrative purposes.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in MWR's refusal to provide the requested product, service or facility use.