



MORALE, WELFARE, AND RECREATION
 BREMERTON RECREATION CENTER
 NAVAL BASE KITSAP BREMERTON
 120 S. DEWEY ST.
 BREMERTON, WA 98314

Multi-Purpose Room Reservation Form

Name of Requester: _____ Phone #: _____

E-Mail: _____ Reservation Date: _____

Command or Organization: _____

Type of Function: _____ Number Attending: _____
 (Not to exceed 150)

1. Reservations are made on a 'first come, first serve' basis. Reservations will not be accepted without a completed and approved reservation form and full payment.
2. This reservation is for the exclusive use of the Multi-Purpose Room only, no other areas of the Recreation Center are included in this reservation. Individuals reserving the Multi-Purpose Room are permitted to use other areas of the Recreation Center on a non-exclusive basis along with other authorized patrons.
3. No refunds are given for reservations canceled within 2 days of the reservation date.
4. Only credit and debit card payments allowed, no cash.
5. Cleaning Fee: \$60 to be charged at the end of the reservation if the space is left dirty.
6. Room fees will be waived for Official Command Functions Monday - Friday 1000 - 1700. Fees waived outside these hours of operation will require Command approval. Official Command Functions are defined in the COMNAVREGNWINST 1700.1D CH-1. Official Command Functions require pre-approval and must be reserved in the same manner as any private party.

TIME OF RESERVATION In: _____ Out: _____ Total Hours: _____

| Item and Fees | | Total |
|---------------------------------------------------------|-----------------|-------------|
| One to four hours: \$75 | | |
| Four to eight hours: \$150 | | |
| Before and after hours: \$35 per hour- two hour minimum | Number of Hours | |
| Tables and chairs requested | # of tables | # of chairs |
| Total | | |

Food & Beverage Requests Only (Room reservation charge excludes food and beverage costs)

Appetizers Entree Desserts Beverages Alcohol

Specific Food Items: _____



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Multi-Purpose Room Rules and Regulations

1. Each user is solely responsible for the set-up of their event.
2. Each user is required to clean the area prior to leaving. All equipment, tables, and chairs must be wiped clean and returned to their original location, decorations removed, trash picked up and trash cans emptied, spills cleaned up, etc.
3. Check-out is required with the Recreation Center’s Customer Service Representative on duty after the room is cleaned.
4. Cleaning supplies will be provided at the Recreation Center’s Customer Service Counter.
5. Storage of equipment in the Multi-Purpose Room is not permitted.
6. No refrigerators or freezers are available to store food (if outside food and beverages are approved)
7. Tobacco is not allowed.
8. Pets and animals (other than service animals) are prohibited.
9. Noise volume must be kept at a reasonable level in consideration of others in the building. This room is not soundproof, and patrons may hear people and activities going on from other areas of the facility.
10. Per CNICINST 1710.3, with the exception of ceremonial cake, all food brought into the Multi-Purpose Room must be furnished by Morale, Welfare, and Recreation’s Food, Beverage, and Entertainment Branch.
 - a. MWR has first right to supply all food and beverage needs for the reservation. If MWR is not able to support the food and beverage portion of the event, written approval from the Bremerton MWR Site Director must be obtained prior.
11. Parties not in compliance with this policy and agreement will be asked to comply or vacate the premises and forfeit all fees.

I certify I have read this agreement and rental policy, understand the terms, policies and conditions herein and agree to comply with them. I agree to assume full responsibility for the safe operation and safekeeping of the equipment.

Renter

Print Name: _____ Signature _____ Date _____

Customer Service Representative

Print Name: _____ Signature _____ Date _____



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Multi-Purpose Room After-Event Checklist

All MPR reservations will have a final walkthrough with a staff member and the patron using the MPR after-event checklist. At that time if there is any cleaning that needs to be taken care of by the patron, it will be notated to the customer by the staff member prior to releasing the patron for completion. At the same time, if there is any damage to the facility or a piece of equipment the customer will be held financially responsible.

- Furniture moved back to its original location
- Tables wiped down
- Tables and chairs used put back on their racks and returned to their storage location
- Floor has been swept and is free of debris
- Decorations removed from all spaces
- Trash cans emptied and taken to the dumpster
- Check for damage to the facility and equipment

- If there is damage, take pictures and note the damage below:

- _____
 - _____
 - _____

Renter

Print Name: _____ Signature _____ Date _____

Customer Service Representative

Print Name: _____ Signature _____ Date _____