

MEMORANDUM FOR Directorate of Community Services (Ms. Lesa Sowers),  
1520 Freedman Drive, Suite 300, Fort Detrick, MD 21702-5016

SUBJECT: Morale, Welfare, and Recreation Pavilion Reservation

1. Name of Organization: \_\_\_\_\_

2. Name of Requestor: \_\_\_\_\_

3. Phone Number of Requestor: (Work) \_\_\_\_\_

(Home) \_\_\_\_\_

4. Fax Number of Requestor: \_\_\_\_\_

5. Mailing Address of Requestor or Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Facility Requested. Please check one of the following:

Pavilion #1 (near grills, 100+ people)

Pavilion #2 (near grills, 50 people)

Pavilion #3 (near playground, 50 people)

7. Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

(from and to)

Number of People Expected: \_\_\_\_\_

**PLEASE INITIAL AFTER READING EACH ITEM TO ACKNOWLEDGE YOU HAVE READ  
AND UNDERSTAND EACH POLICY.**

8. As the Requestor/Sponsor of this event, I assure that the following policies will be followed:

a. The facility/area being utilized is being provided to the guests free of charge, and at no point either before, after, or during the event will any guests be charged for their attendance.

\_\_\_\_\_ Initials

b. Any participant of the outing who is drinking or in possession of malt beverages or wine, must be 21 years of age or older. Alcoholic beverages other than malt beverages or wine are prohibited. You are responsible to ensure that designated drivers are provided.

\_\_\_\_\_ Initials

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c. Music must be played at reasonable noise levels so as not to disturb other picnickers/residents/facility users. Bands must have special approval from the Garrison Commander or his representative.

\_\_\_\_\_ Initials

d. Any vehicle driven into the area for the purpose of loading/unloading will be removed immediately upon completion of this task.

\_\_\_\_\_ Initials

e. You are responsible for policing the area prior to the departure of the group. **ALL TRASH WILL BE PLACED IN THE DUMPSTERS PROVIDED IN THE PARKING LOT.**

\_\_\_\_\_ Initials

f. Clean up of branches, twigs, leaves, and animal droppings are the responsibility of user.

\_\_\_\_\_ Initials

g. As the requestor, you are responsible for the actions of your guests; please ensure that they cooperate with any authority figure who may present themselves (PMO, Senior Officer, or NCO). You must ensure compliance with all Installation regulations.

\_\_\_\_\_ Initials

h. Food and drink cannot be sold without prior approval of Director, Community Services.

\_\_\_\_\_ Initials

i. Pavilion use will not exceed hours of operation (0530-2200 daily).

\_\_\_\_\_ Initials

j. UNIT PARTIES. Unit parties must be approved by Unit Commanders prior to submittal of this form.

\_\_\_\_\_ Initials

\_\_\_\_\_  
SIGNATURE & RANK/GRADE OF REQUESTOR