

Facility Reservation Checklist

- Verify dates available

Dates requested are not guaranteed to be available. Call 508-233-4791 before submitting a reservation request online to check for facility availability.

- Confirm your reservation

A non-refundable deposit of 50% of the total room and services charges, along with the signed Facility Usage Contract, will confirm your reservation. We appreciate a payment by check or cash and will accept Visa/MasterCard credit cards. The remaining balance, including the \$50 refundable cleaning deposit, is due no later than the day of your event prior to the start time. Be sure that you include the type of event, number of attendees, and indicate if your event will be serving food and/or alcohol by submitting a reservation request at <https://natick.armymwr.com/us/natick/programs/community-center>.

- Requirements for serving food and alcohol

Alcohol

Bartender services are required by MWR for those wishing to have alcohol served at the event. Bartender services have been coordinated with MWR if applicable.

Food

Catering services are not provided by MWR. Simply indicate the caterer you have chosen on your reservation application, or phone us and we will enter it on your records, if applicable.

- Event Layout

POC is responsible for coordinating audiovisual requirements ahead of time. If MWR is setting up for your event, please provide a detailed floor plan with reservation request.

- Installation Access for Guests

POC is responsible for ensuring event attendees are allowed on post. Complete the Installation Access Control form (form attached) and return to DES.

- Refund of damage/cleaning deposit after the event

The cleaning deposit is refunded 10-14 business days after an event. To receive a full cleaning deposit refund customers must return the rental facility to a neat, clean and undamaged condition. To avoid addition charges, which may be deducted from the minimum refundable damage deposit, clean-up must be completed within the use period. Clean-up may not exceed the event timeframe indicated on reservation application. Damages to the facility or equipment will be assessed and charged by DFMWR determination.