



MWR Facility Reservation Request Form

Point of Contact (POC): _____

POC Phone (Office): _____ POC Phone (Cell): _____

POC Email Address: _____

Activity / Event Name: _____

Date(s): _____ Time(s): _____

Venue(s) Requested: _____

Number of Attendees (anticipated): _____

Additional Services Requested (i.e. bar service, early access). Also attach or describe

floorplan/layout: _____

The Activity POC acknowledges, understands, and agrees to abide by Command Policy No. 25-2026, Lord Community Center (30 September 2026).

Signature: _____ Date: _____

MWR USE ONLY Reservation Approved: _____