

# MWR REQUEST FOR SUPPORT / RESERVATION(S)

Rev 8

## FORM INSTRUCTIONS:

**Step 1** – Please fill out the form in detail.

**Step 2** – Approval (routings):

Please submit completed forms to the Yano Fitness Center (YFC) Front Counter (263-4664).

YFC (Sports, Fitness, and Aquatics) will forward your request for further approval if necessary.

## REQUESTOR INFORMATION:

NAME:

ORGANIZATION:

PHONE:

EMAIL:

## PURPOSE FOR REQUESTED SUPPORT / RESERVATION(S):

## WHAT, WHERE, AND WHEN IS SUPPORT / RESERVATION REQUESTED:

\* Chairs, tables, etc, must be coordinated thru the CRC (263-3939).

\* Podiums, Audio and Video equipment, etc, must be coordinated thru VID (263-5657).

\* Please include all Setup, Rehearsals, Cleanup, etc, activities.

## SPECIAL OR COORDINATION INSTRUCTIONS (IF APPLICABLE):

## SUPPORTING DOCUMENTS (LIST AND ATTACH AS APPLICABLE):

IS REQUEST A MINIMUM OF EIGHT (8) WEEKS FROM EXECUTION DATE ?:

YES/NO:

IF NO, STATE WHY:

## APPROVALS:

SPORTS, FITNESS, & AQUATICS

YES/NO:

NAME:

YES/NO:

NAME:

GARRISON COMMANDER

YES/NO:

NAME: