

Baumholder Aquatics
Reservation Request for Multi-Purpose Room

Name of Requester: _____ Today's Date: _____

Requester Email: _____

Home Phone: _____ Work/Cell: _____ Unit: _____

Reservation Information: (Requests should be made at least two weeks in advance.) Purpose/

Event: _____ Date of reservation: _____

Time: From- _____ to _____ Expected number of guests: _____

Will you be utilizing the pool? _____ Yes _____ No

Fee Information:

Multi-Purpose Room:

- \$25 per hour; minimum of two hours during regular operation hours.
- \$60 per hour; minimum of two hours during non-operation hours.
- Reservation fees must be paid in full one day prior to reservation.
- A 3 day notice must be given for a refund. However, there is a \$10 cancellation fee.
- Reservation request outside of operational hours must be made **one month out.**

For Your Safety:

- All food & beverage serving containers must stay in the Multi-Purpose Room.
- It is your responsibility to clean up after yourself; i.e. taking out trash, cleaning up spills, removing decorations.

Requester Signature: _____ Date: _____

Aquatics Manager: _____ Date: _____

Approved: _____

Not Approved: _____

Office Use Only:

Rental Fee: \$ _____ Date Paid: _____ Receipt #: _____

Please E-mail Complete Reservation Form To: Jessica.l.rosebure.naf@army.mil Or call CIV: 0611-143-531-2920