

**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 one week 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.

**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:**

[barton.w.newton.naf@armyl.mil](mailto:barton.w.newton.naf@armyl.mil)