



**USCG BASE SAN JUAN
MWR DIVISION
RIO BAYAMON COAST GUARD HOUSING
REQUEST FOR FACILITY USAGE**



Resident_____ Other_____

1. Request for (check one): Large Activity Rm.____ Small Activity Room____.Pool ____

a) Date:_____ b) From _____ to _____ hours c) Day of week_____

2. P.O.C/Requestor:

a) Requestor's full name:_____

b) Complete home address:_____

c) Telephone: home_____ work_____ cel. _____

3. Additional Information:

a) Type of Activity:_____

b) For whom (name):_____

c) Relationship to Requester:_____

d) Number of guests:_____

e) Will there be alcohol at this event? Yes___ No___

ROOM SET UP BY:	Requestor			
PODIUM:	YES _____	NO _____		
STAGE	YES _____	NO _____		
PROJECTOR	YES _____	NO _____		
SOUND SYSTEM	YES _____	NO _____		
KITCHEN	YES _____	NO _____		
COPIER	YES _____	NO _____		
# OF TABLES	_____			
# OF CHAIRS	_____			
	SIDE x			
TABLES LAYOUT	SIDE _____	SQUARE _____	U-SHAPE_____	OTHER _____
CHAIRS PER TABLE	_____			
NEED SIGNS?	YES _____	NO _____		
SIGNS INPUT				

WE HAVE ICE AVAILABLE UPON REQUEST

**REQUESTOR IS RESPONSIBLE FOR THE
CLEANING OF THE ROOM AFTERWARDS.**

FOR OFFICE USE ONLY

Date Requested:_____	Employee Initial:_____
Quoted Deposit:_____	Quoted Fee:_____ # of guest:_____
MWR Dir. Approved: _____	Disapproved: _____ Initial: _____ Date: _____
Customer informed: Date_____	Initial_____ Time_____