



**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_____
 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 Requestor:_____
 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		_____		

COVID-19 PRECAUTION TAKEN	MASK _____	HAND SANITIZER _____	GLOVES _____
	OTHER _____		

WE HAVE ICE AVAILABLE UPON REQUEST

REQUESTOR IS RESPONSIBLE FOR THE CLEANING OF THE ROOM AFTERWARDS INCLUDING TAKING TRASH OUT TO DUMPSTER.

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_____