

OFFICIAL COMMAND FUNCTION SPACE REQUEST – Gateway Auditorium

Name of Event:

Name of Command:

Command Sponsor:

Event POC:

E-mail:

Phone:

Date of Event:

Request must be submitted 2 weeks in advance

Access Requested:

This facility is provided by NAVAL STATION ROTA, SPAIN.

The facility is maintained for use of the Morale, Welfare & Recreation Program for recreational movie viewing with Non-Appropriated Funds (NAF) support. **Staff and equipment must be provided by the command requesting use of the facility. Any damages must be reported immediately to public works then MWR with a plan for repair/replacement.**

MWR will provide: Podium with sound, projector & portable screen. **Any other equipment requests or Audio Visual support should be directed to your Command Training Coordinator to provide.**

GA [redacted]

Comments

I have read and understand I am responsible for the facility during the times requested above. I also understand that only trained and authorized personnel will be allowed to sign out the key from the quarter deck. I must schedule staff with the theater manager to be trained and authorized to receive facility access from the quarterdeck. It is my responsibility to be sure the facility is returned cleaned and all trash removed from the building.

Name:

Date:

Received by:

Date:

This form must be submitted via e-mail to Diane Miller at diane.miller@eu.navy.mil