

OFFICIAL COMMAND FUNCTION SPACE REQUEST – FLIX Theater



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 Time Requested:

Available times: Mondays, Tuesdays, Wednesdays: Until 1400 / Thursdays: Until 1500 / Fridays: Until 1200

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 and projector. **Any other equipment requests or Audio Visual support should be directed to your Command Training Coordinator to provide.**

Commands are not allowed to bring in outside food and beverages. If you are interested in these services, please contact Ali Hill at 727-2328.

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 quarterdeck. 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.

Please note: Your space reservation will not be confirmed until you receive our Outlook Calendar invitation.

Name:

Date:

Received by:

Date:

If you have any questions please contact Ali Hill
Email: flix@rotamwr.com
Phone: 727-2328