



JBPHH Makai Recreation Center
1859 McChord St. Phone: 449-3354

Reservation Form

Makai Ballroom

(Official MWR or Military Functions ONLY)

Date of Event: _____ **Type of Event:** _____

Start Time: _____ **End Time:** _____ **Expected Attendance:** _____

Set-Up Time Requested: _____ (an automatic hour before start time is given, if you need more time please request a time and it has to be approved by the Director.)
_____ Initial if Approved

Sponsor Name: _____ **Unit/Org:** _____ **Rank:** _____

Duty Phone: _____ **Cell Phone:** _____

Email: _____

Read and Initial:

- _____ All reservations, official waivers and cancellations are subject to the approval of this center's director.
- _____ Sponsors are responsible for **providing their own equipment** (extension cords, projectors, laptops, etc.)
- _____ Sponsor is responsible for setting up and tearing down tables/chairs before and after event.
- _____ Sponsor is responsible for securing the building (trash, mopping, etc.)
- _____ Sponsor understands that this is not a private place to hold meetings (Instructional classes are held throughout the week.)
- _____ Sponsor understands that A/C is currently broken and it can get hot.
- _____ No more than 200 patrons are allowed.
- _____ Fundraisers, Child Care or Baby Sitting Services are not allowed. The purpose of the event may not be direct competition with MWR, AAFES, NEX and Commissary operations.

Form may be emailed to makairec@greatlifehawaii.com

No alcohol beverages will be served. No kitchen available. If food is served, the sponsor assumes all responsibility for public health issues. An event is only considered an official function with the signature of the 1st Sergeant, Commander or Managerial equivalent.

Print Name and Duty Title: _____

Signature: _____ Date: _____

For Official Use Only

Staff Booking Event: _____ Date: _____

Comments: _____

Director's Initials verify approval of event: _____