



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

Reservation Form  
Memorial Theatre  
(Official MWR or Military Functions ONLY)

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Sponsor Name: \_\_\_\_\_ Unit/Org: \_\_\_\_\_ Rank: \_\_\_\_\_  
Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Read and initial:

- \_\_\_\_\_ All reservations, official waivers and cancellations are subjected to the approval of this center's director.
- \_\_\_\_\_ Must be contacted at least 7 days in advance to reserve microphones for the Memorial Theatre. Please visit the PA Request site at: CNI\_PRLH\_JB65@navy.mil or call 473-0827 or 473-3548.
- \_\_\_\_\_ Sponsors are responsible for providing their own equipment (extension cords, projectors, laptops, etc.)
- \_\_\_\_\_ Sponsor is responsible for pickup/return of Memorial Theatre Key to the Makai Recreation Center.
- \_\_\_\_\_ Sponsor is responsible to secure the building (doors, lights, chairs, tables, emptying the trash, bringing extra-large trash bags to put in the trash cans, and thoroughly clean any spills or crumbs) after the event.

Form may be emailed to: [makairec@greatlifehawaii.com](mailto:makairec@greatlifehawaii.com)

An event is only considered an official function with the signature of the 1<sup>st</sup> Sergeant, Commander or Managerial equivalent

Print Name & Duty Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE

Staff Booking Event: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Director's initials verify approval of event \_\_\_\_\_