

SPECIAL EVENTS FIELD RESERVATION REQUEST

BASIC INFORMATION

Requesting Unit: POC for Request: Phone: E-mail:

Reason for Request: Description of Event: What Field:

Head Count: Date Needed: Start Time: End Time:

POC: Walter "Ski" Sosinski EXT: 2383 Email: sosinskiw@usmc-mccs.org

LANDSCAPE INFORMATION

Cooking Involved? When: Sprinklers Turned Off? When

No grills are allowed on Turf Field or Running Track.

Are Vehicles Involved? What Type?

No vehicles allowed on fields without permission.

POC: Chris Hamel EXT: 2671 Email: christopher.hamel@usmc-mccs.org

MCCS INFORMATION

Tents Needed? Tent Type: Number of Tents: Set Up Date: Tear Down Date:

If so, when:

Has a Command Gear Request Form been submitted?

10/12 Marine Working Party Required.

POC: Chris Hamel EXT: 2671 Email: christopher.hamel@usmc-mccs.org

IMPORTANT INFORMATION

Units Requesting Field Reservation, please fill form out and hit HYPERLINK button below to send out to all personnel. Ensure you attach this form when emailing request. Sections will contact you for any other information needed regarding your request. Submitting does not automatically approve request. Approval will come from sections once reviewed. Basic Field Reservations need to be submitted 48 hours prior to requested date. Field Reservation for big events must be submitted 7 calendar days prior to your event. POC/Sponsor must be present at all times. If it is discovered that the field is not being used for the purpose of the listed request, your command will be notified and future reservations can be denied.