



SPECIAL EVENTS FIELD RESERVATION REQUEST

BASIC INFORMATION

UNIT POC FIRST & LAST NAME PHONE EMAIL

REASON FOR REQUEST DESCRIPTION OF EVENT REQUESTED FIELD

HEAD COUNT DATE NEEDED START TIME END TIME

LANDSCAPE INFORMATION

WILL YOU BE COOKING? WHEN SPRINKERS ON/OFF WHEN

ARE VEHICLES INVOLVED? WHAT TYPE?

Grills are not permitted on the Turf Field or Running Track. Vehicles are not permitted on fields without permission.

MCCS INFORMATION

WILL YOU REQUIRE TENTS? NUMBER OF TENTS TENT TYPE

SET-UP DATE TEAR DOWN DATE SUBMISSION DATE OF COMMAND GEAR REQUEST

For tent information, please contact Venture Recreation & Rental at 928-269-2848.

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.

Please email your completed form to: OMBYuma_.Athletics@usmc-mccs.org