NSA MONTEREY COMMANDING OFFICER ASSIGNED SPACE REQUEST FORM

1. Requestor's Information.

 a. Requestor's Name: [Insert Name]

 b. Unit/Department: [Insert Unit/Department Name]

 c. Contact Information: [Insert Phone Number] / [Insert Email Address]

2. Event Details.

 a. Event Name: [Insert Event Name]

 b. Date of Event: [Insert Date of Event]

 c. Start Time: [Insert Start Time]

 d. End Time: [Insert End Time]

 e. Estimated Number of Attendees: [Insert Estimated Number of Attendees]

 f. Purpose of Event: [Insert Purpose of Event]

3. Requested Space(s). Please select the space(s) you are requesting for your event:

[ ] The Del Monte Room

[ ] The Hotel Del Monte Foyer

[ ] The Hotel Del Monte Tower Room

[ ] The Roman Plunge

[ ] The Chapel (Note: Only Active Duty Service Members are authorized to have weddings in the NSAM Chapel)

4. Additional Requests/Comments. Please provide any additional requests or comments related to your event:

5. For Active Duty Events. Command Parties, Change of Commands, Promotion Ceremonies, Command Functions, Retirement Ceremonies, etc.

 a. There is no cost to rent these spaces.

 b. For catered services, MWR has the first right of refusal. MWR charges only apply to food and beverage provided for events and not for space rental. MWR Point of Contact for Catering: mwrcatering@nps.edu

 c. Chairs and tables may be provided at no cost by NSAM Public Works. Individuals requesting will need to coordinate pick up, set up, and return of these items by calling 831-656-2526. Tables and chairs can also be rented from MWR for a cost.

6. For Non-Command or Military Events (such as weddings), charges may apply, and the NSAM CO retains final decision authority.

Requestor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For NSA Monterey Commanding Officer Use Only

Approval Granted: [ ] Yes [ ] No Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_