



**U.S. NAVSUPACT NAPLES MWR REEL TIMES 2 THEATER
Facility Usage Requesting Application**

NAVSUPACT NAPLES FORM 1700/1 (New 1-11)

Organizations or activities desiring use of the Support Site theater facility will request authorization from the MWR by completing and submitting application at least three weeks prior to the desired date/s.

Sponsoring commands or individuals using the theater facility will be held responsible for:

- (a) Damage to any furnishings or equipment.
- (b) Supervision of personnel using the theater.
- (c) Cleanliness of spaces used.
- (d) The securing of the auditorium after use (turn lights off, locked doors, etc.).

Type of Event:	<input type="text"/>
Purpose of Event:	<input type="text"/>
Estimated number of attendees:	<input type="text"/>
Is this a group or organization function for a group or organization that is officially recognized by the Staff Judge Advocate (SJA) office?	<input type="checkbox"/>
Special Requirements	<input type="text"/>
Date of Use:	<input type="text"/>
Start Time:	<input type="text"/>
Ending Time:	<input type="text"/>
Event / Function Information	<input type="text"/>
POC Name:	<input type="text"/>
POC Rate/Rank:	<input type="text"/>
Name of Group/Organization:	<input type="text"/>
POC E-mail: POC Home Phone:	<input type="text"/>
POC Work Phone: POC Cell Phone	<input type="text"/>
DOES / DOES NOT conflict with regular schedule	<input type="text"/>
REQUEST IS APPROVED ----- DISAPPROVED	<input type="text"/>

Please be sure to allow ample time in your reservation for set-up and cleaning.
Point of Contact (POC) information The POC will assume full responsibility for the Reel Times2 Cinemas for the duration of the reservation on the date and during the time requested.

Additional info and rules
 No Fundraising allowed unless otherwise approved by SJA
 No Refunds
 No food or drinks from outside allowed in the theater,
 Snack bar is available for typical refreshments