



USAG Bavaria

Conference Room Usage Request Center Hours 0900-2300

Requestor Name

Last, First MI.

Requestor Unit or Organization

Event Date Primary

Event Date Alternate

Number of Patrons

Patton Room (up to 100 personnel)

Eisenhower Room (up to 200 personnel) 50 per section

Macarthur Room (up to 20 personnel)

Grant Room (up to 45 personnel)

Contact #

Purpose of Event

FRG, HAIL and FAREWELL ECT....

Event Start Time

Event End Time

AREA MUST BE CLEAN PRIOR TO EVENT END TIME

Is Food Being Served

Use of the Tower View Kitchen is not authorized

YES*

NO

*If yes you must provide clean up detail

Are Alcoholic Beverages Being Served

Use of the Tower View Bar is not authorized other than FMWR

YES*

NO

*If yes you must contract with FMWR

Additional Information for the Request

Disclaimer use of facility constitutes acknowledgement of responsibility for any damages that occur from patrons use of the facility

Please type requested information and sign form Please ensure any additional informaion is listed above. Email form to S3 TVCC Mailbox and MSG King listed below to be processed.

Requestor Signature

POC:

usarmy.bavaria.id-europe.mbx.s-3-tvcc@mail.mil

MSG Lisa M King @ lisa.m.king.mil@mail.mil or 526-3028

FMWR Mrs. Micheal @ randie.l.micheal.naf@mail.mil or 476-2060