

Family and Morale, Welfare, and Recreation (Family and MWR)
ATTN: Community Recreation Outdoor Recreation Program
1520 Freedman Drive, Suite 300, Room 143
Fort Detrick, Maryland 21702-5016

SUBJECT: Nallin Farm Pavilion/Forest Glen Reservation Form

1. Fort Detrick unit or organization: 1a. Type of Function:
2. Name of requester:
3. Telephone contact information of requester:
Work Home Fax
4. Email address of requester:
5. Pavilion requested. Please mark an "X" at one or more of the following pavilions listed below. All command-sponsored official military ceremonies, organization days, etc., are exempt from paying user fees. Personal or private functions are not exempt from paying the user fee to reserve a pavilion.
- FD Pavilion #1 (100-125 people) - \$50.00 user fee charge.
- FD Pavilion #2 (40-50 people) Near grill pavilion - \$25.00 user fee charge
- FD Pavilion #3 (40-50 people) - \$25.00 user fee charge
- FG Pavilion #1 (50 People) - \$50 user fee
- FG Pavilion #2 (50 people) - \$50 user fee charge
- FG Pavilion #3 (40-50 people) near playground - \$25.00 user fee charge.
6. Date requested:
7. Time requested (start to finish):
8. Estimated number of people expected:

******PLEASE INITIAL AFTER READING EACH ITEM TO ACKNOWLEDGE YOU HAVE READ AND UNDERSTAND EACH POLICY.******

a. This reservation is valid only for the date indicated. If you wish to cancel your reservation, you must notify family & MWR Community Recreation division in writing (email acceptable) 14 work days prior to the date of the reservation in order to obtain a refund.

b. As the requestor/sponsor of this event, you must be in possession of this memorandum at all times while utilizing pavilion(s) to verify your reservation. Failure to adhere to this policy may result in forfeiture of reserved pavilion(s).

Initials

c. The facility/area being utilized is being provided to all guests free of charge, and at no time before, after, or during the event will any guests be charged a fee for their attendance. Fundraising is not permitted at any event unless the Garrison Commander or Director of Family and MWR give approval.

Initials

d. Any participant drinking or in possession of alcoholic beverages at any event must be 21 years of age or older. Alcoholic beverages other than malt beverages or wine is prohibited. I am responsible to ensure designated drivers are provided.

Initials

e. Music must be played at reasonable noise levels so as not to disturb other picnickers/residents/facility users. Bands must have special approval from the Garrison Commander or his/her representative.

Initials

f. All vehicles driven into the area for the purpose of loading/unloading will be removed immediately upon completion of this task. Vehicles are not permitted at any time to park on seeded or grassy area at Nallin Farm/Forest Glen Recreation Area. Overflow parking is across the pond next to the milk barn on the hardstand area.

Initials

FMWR NALLIN FARM/FOREST GLEN PAVILION RESERVATION CONTINUED

g. I am responsible for policing the pavilion and surrounding area used prior to the departure of my group. I understand Nallin Farm/Forest Glen Recreation Area has a Carry-in and Carry-out trash policy.

Initials

ALL TRASH AND DISPOSABLE ITEMS MUST BE CARRIED OUT OR PLACED IN THE CENTERALLY LOCATED DUMPSTER.

RECYCLABLE CONTAINERS MUST BE SEPERATED FROM TRASH AND PLACED PROPERLY IN THE RECYCLE TRAILER LOCATED IN THE PARKING LOT OR TAKEN HOME. ALL COALS MUST BE REMOVED FROM GRILLS AND PLACED IN THE DESIGNATED HOT COAL CAN.

I UNDERSTAND THERE ARE NO TRASH CANS AT NALLIN FARM/FOREST GLEN RECREATION AREA. Initials

h. I will clean up and dispose of my pet droppings. My pet will be on a leash at all times. Initials

i. As the requestor, I am responsible for the actions of my guest(s). I will ensure my guest(s) adhere to all Fort Detrick regulations and Nalling Farm/Forest Glen Recreation Area policies and cooperate with any authority figure who may present themselves (Military Police, Senior Officer or Non-Commissioned Officer). Initials

j. No food and drink items can be sold without prior approval of the Director of FMWR. Initials

k. The hours of use for the Pavilion and the Nallin Park/Forest Glen Farm Recreation areas is from sunrise to sunset. This means that my group must leave the pavilions at dark unless special permission is granted. Initials

l. Unit commanders must approve and sign Family and MWR Pavilion Reservation Request Form for official functions and Organization Days. Initials

REQUESTOR SIGNATURE:

Date

RANK/GRADE OF REQUESTER: