

**Family and Morale, Welfare, and Recreation (Family and MWR)
Nallin Farm Pond & Forest Glen Pavilion Reservation**

Name:	Organization:	Grade:
-------	---------------	--------

E-mail:	Work Phone	Home Phone	Fax
---------	------------	------------	-----

Nallin Farm Pond	Forest Glen	Type of Function:
<input type="checkbox"/> Pavilion #1 (100-125 people) \$50.00 user fee charge.	<input type="checkbox"/> Pavilion #1 (50 people) \$50.00 user fee charge.	
<input type="checkbox"/> Pavilion #2 (40-50 people) Near grill pavilion \$25.00 user fee charge	<input type="checkbox"/> Pavilion #2 (50 people) \$50.00 user fee charge.	
<input type="checkbox"/> Pavilion #3 (40-50 people) \$25.00 user fee charge	<input type="checkbox"/> Pavilion #3 (40-50 people) Near playground \$25.00 user fee charge	
		Date Requested:
		Time requested (start to finish):
		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 (e-mail 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).
 - 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. Fund raising is not permitted at any event unless the Garrison Commander or Director of Family and MWR give approval.
 - 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.
 - 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.
 - 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.
 - 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.
 - h. I will clean up and dispose of my pet droppings. My pet will be on a leash at all times.
 - 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 Nallin Farm/Forest Glen Recreation Area policies and cooperate with any authority figure who may present themselves (Military Police, Senior Officer or Non-Commissioned Officer).
 - j. Please be advised that the sponsor or coordinator is responsible to ensure anyone without a valid Military ID or CAC card, who will be attending your event, must be pre-vetted in advance of your scheduled event. Please see attached Form FD 190-13. The FD Form 190-13, (Fort Detrick Non-DoD/Non-Federal Employee Visitor's), must be completed and signed by the sponsor of the event. The following information is required on the form: Organization, Date, and Date of Visit, Full Name, Full Social Security Number, Driver's License Number, and State, Date of Birth, Place of Birth and Purpose. Failure to pre-vet your guest could delay their access to the installation. The form must be submitted to the Directorate of Emergency Services in Bldg. 9000 or e-mail usarmy.detrick.usag.mbx.des-vetting@mail.mil
 - k. No food and drink items can be sold without prior approval of the Director of FMWR. Initials
 - l. 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.
 - m. Unit commanders must approve and sign Family and MWR Pavilion Reservation Request Form for official functions and Organization Days. 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.**

Date:	Signature:
-------	------------