



From: NASNI Lowry Theater To: Theater Patrons

Subj: THEATER RESERVATIONS

- 1) The following policies apply for Theater use:
 - a) **For Health & Safety reasons, no one is allowed back stage behind the screen or inside the concession area.**
 - b) Carpooling is encouraged due to limited parking around bldg.650.
 - c) Provide your own laptop, VGA , 3.5mm and HDMI Cable for any audiovisual presentations.
 - d) Projector and wireless microphones are available.
 - e) You will be held responsible for the cleanliness of the **Theater/Lobby areas** after use.
 - f) Please notify Theater Management within **24 working hours** if you need to cancel your reservation.
- 2) Available for theater use are Monday-Thursday **ONLY 0800 – 1500.**
- 3) PLEASE RETURN REQUEST FORMS TO: nbc_mwr_theater_reservation@us.navy.mil

From: _____ (Command / Department)

To: Theater Management

Subj: THEATER RESERVATIONS: I have read the above and understand Theater policy use.

Name	Rank / Rate of requestor	Date
E-mail address		
Phone number (Work)	Phone number (Cell)	

REPORT OF BOOKINGS FOR NBC LOWRY THEATER

DATE	COMMAND/DEPT	TYPE OF EVENT	EVENT TIME S		#Military (Enlisted)	#Military (Officer)	#DOD	#CIV	TOTAL
			Start	End					

Will VIP's (considered O7 or above) be attending or speaking at this event? Yes: No:

If yes, provide name, grade, and title _____

Command Fundraising? Yes: No: (Subject to approval, contact minh.h.tran3.civ@us.navy.mil, NBC JAG Office).

NO Outside Food