

Date: _____

From: (Rank) _____ (Name) _____ (SSN) _____
To: Ikego Housing Site Office

Subj: MULTIPURPOSE ROOM RESERVATION REQUEST

1. Request the use of _____ Multipurpose Room for the purpose of _____ between the hours of _____ and _____ on _____ (and/through/every) _____.

2. If you have any questions regarding the above information, please contact me at (Home) _____ or (Work) _____.

3. I will comply with the reservation policy and the Yokosuka Housing Welcome Center Standard Operating Procedure, SOP NO. 02-01(R-1).

Signature: _____

Print Name: _____

Date: _____

From: Ikego Housing Site Manager
To: Requester

Subj: MULTIPURPOSE ROOM RESERVATION REQUEST

Ref: (a) Yokosuka Housing Welcome Center Standard Operating Procedure, SOP NO. 02-01(R-1)

1. Your request to use the above multipurpose room during the above noted date(s)/time(s) is (approved/disapproved).

2. You must read and comply with the reservation policy as stated in reference (a). Keys must be picked up at the Housing Self-Help Center during Housing Self-Help Center operation hours. Keys must be left in the drop box located inside the multipurpose room door after your use to ensure inspections take place on time.

3. For any questions, please contact Ms. Oonoda at 246-8027 between 0800 and 1600, Monday, Tuesday, Thursday, Friday, and Saturday, except holidays.

C. CHURCHILL

Keys were picked up by:

Signature _____ Date _____