

REQUEST FOR RESERVATION OF MSFC ACTIVITIES BUILDING			DATE OF REQUEST:	
PART I - COMPLETED BY REQUESTER (MSFC ACTIVITIES BUILDING MEMBER) (Submit original and 1 copy)				
TO:	FROM (Typed name of requester):		ORGN. SYMBOL:	OFFICE PHONE:
DATE FACILITY DESIRED:	TIME (Hours)		TYPE OF GROUP:	
	FROM:	TO:		
NUMBER OF PEOPLE IN PARTY:	PURPOSE OF MEETING:		REQUEST PERMISSION FOR BEER: <input type="checkbox"/> YES (number of cases _____) <input type="checkbox"/> NO	
ROOM TO BE RESERVED:		MODE OF TRANSPORTATION: <input type="checkbox"/> CARS <input type="checkbox"/> OTHER (Specify): _____ <input type="checkbox"/> BUS		
<i>Requester agrees to comply with all existing regulations (copy attached) governing use of the MSFC Activities Building, is responsible for the conduct of guests, and makes sure area is clean after use.</i>				
SIGNATURE OF REQUESTOR:			DATE:	
PART II - APPROVAL/DISAPPROVAL (Completed by NASA Exchange)				
TO:		From: CD10X MSFC EXCHANGE		
RESERVATION REQUEST ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Explain below in "Remarks")	SIGNATURE OF APPROVING NASA EXCHANGE - MSFC OFFICIAL:		DATE:	
REMARKS:				
PART III - COMPLETED BY DE01 WHEN PERMISSION TO SERVE BEER IS REQUESTED				
<input type="checkbox"/> REQUEST TO SERVE BEER IS APPROVED <input type="checkbox"/> REQUEST TO SERVE BEER IS DISAPPROVED		SIGNATURE OF APPROVING AUTHORITY AND DATE:		