



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST MISSILE WING (AFSPC)



MEMORANDUM FOR 341 SVS/SVRO

SUBJECT: Reservation of Base Park (Sun Plaza/Pow Wow Park)

FROM: _____

1. Request use of Sun Plaza Park or Pow Wow Park (circle one) on the following dates: _____ Use of this park is requested as part of an official Squadron Sports Day or Squadron Picnic for our entire unit.

2. I understand a \$25.00 cleaning deposit is required for use of this park and that this deposit is refundable if the park area is cleaned by the unit after use. I also understand that this deposit will be waived if the park water and restroom facilities are unavailable.

3. My point of contact for this event is: _____ / _____
(print name) (duty phone)

4. I have reviewed the reverse of this letter which states the policies for park use.

5. The following list of sports equipment will also be required for this function. I understand that approval of this letter does not guarantee availability of equipment. A unit representative must be available to sign for items and be present when they are returned. Equipment must be returned by noon the day following the function:

(Signature of Unit Commander)

(Date)

Attachment:

- 1. Park Use Policies