



NAVAL STATION NEWPORT MORALE, WELFARE & RECREATION (MWR)

John H. Chafee Fitness Center
Naval Station Newport, RI



COMMAND RESERVATION FORM

* Effective June 1, 2020, all reservations must be emailed to chafeereservation@gmail.com, please print all information clearly. Reservations need to be submitted by a CFL or ACFL.

Name of CFL, ACFL or Command PT Point of Contact: _____

Email: _____ Telephone Number: _____

Command/Unit: _____ Date(s) Requested: _____

Start Time: _____ End Time: _____ Number or Participants: _____

Group Exercise Room is reserved for commands with 30 or less participants. NOFFS Zone is reserved for commands with five to 20 participants and MWR Fitness Leader is required.

Form containing reservation categories: PT, EQUIPMENT, NON-PT INSIDE, NON-PT OUTSIDE, MWR INSTRUCTOR REQUESTED, and PFA SPECIFIC RULES. Includes checkboxes for various activities and equipment.

** Facility Peak hours are 0500-0700 and 1500-1800 Monday-Friday.

MWR INSTRUCTOR GUIDELINES: All commands may schedule a class led by an MWR Instructor. MWR needs a minimum of seven days to process requests for instructor-based classes to ensure an instructor can be scheduled.

RESERVATIONS: Are on a first come, first served basis and are not guaranteed until a MWR Fitness Representative confirms the reservation. There is a 24-hour turnaround time for review for requests received Monday through Friday and 72 hours for requests received Saturday, Sunday or Federal Holidays.