

**LETTER OF REQUEST FOR USE OF THE  
OFFICERS' CLUB/ALUMNI CENTER  
PRIVATE OR GROUP FUNCTION**

Application Date \_\_\_\_\_

U.S. Coast Guard Academy Officers' Club (po)  
15 Mohegan Avenue  
New London, CT 06320

I request use of and or services for the Academy Officers' Club on

\_\_\_\_\_

(Day)                      (Date)

The estimated number of guests to attend is: \_\_\_\_\_

Name of the function: \_\_\_\_\_

Approximate time will be: \_\_\_\_\_ until \_\_\_\_\_ (all receptions cannot be longer than 5 hours)

All events held must be sponsored by an eligible MWR patron. Eligible patrons include all active duty, retired and reserve military personnel and their dependents; and DOT, DOD and NAF civilian employees. The event sponsor must be in attendance. The letter of request, a non-refundable deposit of \$200.00, and a copy of the sponsor's ID card are required within 10 days of the tentative reservation. Payment is accepted in the form of cash, check, VISA or MasterCard. Checks should be made payable to **"USCGA MWR FUND"**. Final payment is due in full three (3) days prior to your function.

RANK AND NAME OF SPONSOR \_\_\_\_\_

BRANCH OF SERVICE / ID NO. \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE / FAX NUMBER \_\_\_\_\_

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