

**LETTER OF REQUEST FOR USE OF THE
MERLE J. SMITH CONSOLIDATED CLUB
PRIVATE OR GROUP FUNCTION**

Application Date _____

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

I request use of and or services for the Academy Consolidated Club on:

_____ (Day) _____ (Date)

Name of the function: _____

The estimated number of guests in attendance: _____

Start Time: _____ End Time: _____ (5 hours max)

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, DOT, DOD and NAF civilian employees. This letter of request, a non-refundable deposit of 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 _____