

Naval Base Coronado Youth Group Request Form

Youth group special event request forms need to be submitted to the Naval Base Coronado Public Affairs Office at least **30 days prior** to proposed date. Please submit only one request at a time. Please allow one-two weeks for processing.
Please print clearly.

1. Description of Event: _____

2. Youth Group (Check one)

- Scouting Group, Troop # _____
 JROTC, Name of High School _____
 Naval Sea Cadets, Battalion Name _____
 Other, please describe: _____

3. Arrival Date: _____ Arrival Time: _____

4. Departure Date: _____ Departure Time: _____

5. Duration of Event (days): _____

6. Requested location(s) for event:

7. Requestor Name: _____ (*Requestor will serve as POC throughout duration of visit and must be present during visit.*)

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

E-mail: _____

8. Department of Defense Sponsor Information:

Name & Rank: _____

Mailing Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

E-mail: _____

9. Facilities to be used: (Check all that apply)

- NAB Open Bay Barracks (Only 96 total beds available)
 NAB Galley
 Beach Cabanas

(Please note, Sea View Heritage Park will be unavailable due to renovations starting September 1, 2012 until further notice).

10. Galley: Please list dates and meals (Breakfast, lunch, dinner) that your group is requesting (***Please note that NBC galleys only accept cash as payment (AS OF NOVEMBER 1, 2011 NASNI GALLEY WILL NOT BE AVAILABLE DUE TO RENOVATIONS FOR A PERIOD OF 12-14 MONTHS)***):

11. Total number of guests: _____

(Note: Youth groups require 1 adult chaperones for every 10 minors. This requirement is gender-specific when requesting lodging on a NBC facility)

12. Approximate number of **MALE CHAPERONES**: _____

13. Approximate number of **MALE MINORS**: _____

14. Approximate number of **FEMALE CHAPERONES**: _____

15. Approximate number of **FEMALE MINORS**: _____

** Please submit list of names with request form, names can be changed at a later date.*

16. List Transportation Information (***Please note that NBC will not provide on-base transportation.***)

17. Please enter in the space below the proposed itinerary for the event:

(Read and initial) I have read and fully understand that my visit to any NBC facility will be canceled at any time if the force protection status is elevated. Also, my visit to NBC installations may be cancelled with short notice due to military necessity.

INITIAL: _____

I understand that if I do not provide a guest list with this form that my request will *NOT* be processed. I will also be required to fill out the appropriate Base Access Form in addition to the guest list attached at a later date.

INITIAL: _____

I understand that if I DO NOT submit this form at LEAST 30 DAYS PRIOR to the scheduled event my request WILL NOT BE PROCESSED.

INITIAL: _____

The NBC Special Event Request Form can be sent to the Naval Base Coronado Public Affairs Office by:

Fax: 619-545-0182

Email: nbc_comrel.fct@navy.mil

Please note that all Navy themed tours have to be coordinated through:

Petty Officer Gerry Haban

Recruiting Support Coordinator

Email: gerry.haban@navy.mil