

## EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS

The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Functions. Requesting Command and MWR Community Recreation Approval is required.

- This equipment is for use ONLY on-board military installations.
- Equipment is subject to availability on a first come, first served basis.
- Equipment may not be used for homecomings, private parties, retirement ceremonies, change of Command events, or involve the collection of funds, raising of funds, or donation of funds for this event or future events.
- Commands must arrange for transportation and working party to pick up equipment from the MWR location and return it to the designated MWR when the event is complete.
- Sports Packs and Lawn Games are based on Installation availability.
- Charcoal and/or propane is NOT included.

\*\*\*In order to support requests, reservations can be made up to thirty (30) days but should be made no less than ten (10) days in advance. MWR Community Recreation can deny requests based on availability. Requester/users are responsible for repair or replacement charges up to full value for damages and losses resulting from negligent use or accidents. Equipment that is dirty or unclean is subject to a \$100.00 cleaning fee. \*\*\*

**MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR RECREATIONAL COMMAND FUNCTIONS.  
BELOW AMOUNTS ARE NOT GUARANTEED BASED ON AVAILABILITY.**

Please select how many people:	0-75 People	76-150 People	151+ People
Tables	8	20	40
Chairs	75	150	200
Grills	1	2	2
Canopies	1	2	4
Coolers	2	4	6
Lawn Games / Sports Packs	2	2	4

**Complete and return form to Community Recreation Division or email it to: [Commrec.nsaw.fct@navy.mil](mailto:Commrec.nsaw.fct@navy.mil)**

### 1 - CONTACT INFORMATION

COMMAND:	Command Size:	
Command POC Name:	POC Phone:	CELL:
Command POC Email Address:		

SECONDARY POC Name (Required):	PHONE:	CELL:
SECONDARY POC Email Address (Required):		

### 2 - FUNCTION INFORMATION

Request Date:	Function Date:	Desired Pick-up Date:	Return Date:
Location on the base where the equipment will be used:			

TYPE OF FUNCTION (Check one)			
<input type="checkbox"/> Party	<input type="checkbox"/> Picnic	<input type="checkbox"/> Command Recreational Event	<input type="checkbox"/> Other Command function
(If other, explain the details)			

I acknowledge that this event is an approved command function and accept the equipment with the above conditions:

\_\_\_\_\_  
Command Representative (E7 or Above)

\_\_\_\_\_  
Signature of Command Representative

\_\_\_\_\_  
Date

**3 - EQUIPMENT REQUEST INFORMATION**

Fill in the quantities needed in the adjacent lines. Quantities available at no cost are shown next to each item, any additional items above those quantities will be charged rental rates.

<b>CANOPIES (Easy Ups)</b>		<b>GRILLS</b>		<b>COOLERS</b>	
REQUESTED	RECEIVED	REQUESTED	RECEIVED	REQUESTED	RECEIVED
10' X 10'		BBQ Charcoal towable		100+ Qt. Cooler	
		BBQ Charcoal		56 Qt. Rollable Cooler	
<b>Tables &amp; Chairs</b>		<b>SPORTS PACK/LAWN GAMES</b>			
Tables Rectangular 6'		Horseshoes			
Tables Foldable 6'		Corn Hole or Bag Toss			
Tables Regular 8'		Ladder Ball			
Chairs		Giant Jenga			
		Tug-o-war rope			

**Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care. Equipment that is returned dirty or unclean is subject to a \$100.00 cleaning fee.**

**4 - The condition of the equipment being issued is clean and in working order:**

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Command Pick-up

\_\_\_\_\_  
Signature of Command Pick-up

\_\_\_\_\_  
Date

**5 - The condition of the equipment being returned is clean and in working order:**

\_\_\_\_\_  
Name of issuing agent for MWR

\_\_\_\_\_  
Signature of issuing agent for MWR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Command Pick-up

\_\_\_\_\_  
Signature of Command Pick-up

\_\_\_\_\_  
Date

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.