

EQUIPMENT REQUEST FORM FOR COMMAND FUNCTIONS

MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR OFFICIAL RECREATIONAL COMMAND FUNCTIONS. REQUESTING COMMAND AND MWR COMMUNITY RECREATION APPROVAL IS REQUIRED.

- EQUIPMENT IS SUBJECT TO AVAILABILITY ON A FIRST COME, FIRST SERVED BASIS.
- EQUIPMENT MAY NOT BE USED FOR HOMECOMINGS, RETIREMENT CEREMONIES, AND CHANGE OF COMMAND EVENTS, FUNDRAISERS, PRIVATE PARTIES, OR INVOLVE THE COLLECTION OF FUNDS, RAISING OF FUNDS, OR DONATION OF FUNDS FOR THIS EVENT OR FUTURE EVENTS.
- THIS EQUIPMENT IS FOR USE ONBOARD MILITARY INSTALLATIONS ONLY.
- COMMANDS MUST ARRANGE FOR TRANSPORTATION AND WORKING PARTY TO PICK UP EQUIPMENT FROM THE MWR LOCATION AND RETURN IT TO THE DESIGNATED MWR LOCATION WHEN THE EVENT IS COMPLETE.
- 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 REQUEST 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. HANDLE EQUIPMENT WITH CARE. EQUIPMENT THAT IS RETURNED DIRTY OR UNCLEAN IS SUBJECT TO A \$100.00 CLEANING FEE. *****

PLEASE SELECT HOW MANY PEOPLE:	0-75 PEOPLE	76-150 PEOPLE	151+ PEOPLE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TABLES	UP TO (8)	UP TO (20)	UP TO (50)
CHAIRS	UP TO (75)	UP TO (150)	UP TO (250)
GRILLS	UP TO (1)	UP TO (2)	UP TO (2)
CANOPIES	UP TO (1)	UP TO (2)	UP TO (4)
COOLERS	UP TO (2)	UP TO (4)	UP TO (6)
LAWN GAMES	UP TO (2)	UP TO (2)	UP TO (4)

Complete and return form to Community Recreation Office.

1 - CONTACT INFORMATION

COMMAND:	COMMAND SIZE:	
COMMAND POC:	POC PHONE:	CELL:
COMMAND POC EMAIL ADDRESS:		

SECONDARY POC (Required):	POC 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 OFFICIAL 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. THE CHART ABOVE STATES THE QUANTITIES AVAILABLE AT NO COST, ANY ADDITIONAL ITEMS ABOVE THOSE QUANTITIES WILL BE CHARGED AS RENTAL RATES.

CANOPIES (Easy Ups)		GRILLS		COOLERS	
REQUESTED	RECEIVED	REQUESTED	RECEIVED	REQUESTED	RECEIVED
10' X 10'		BBQ CHARCOAL (TOWABLE GRILL)		100+ QT. COOLER	
		BBQ CHARCOAL		56 QT. ROLLABLE COOLER	
Tables & Chairs		LAWN GAMES BASED ON INSTALLATION AVAILABILITY		LAWN GAMES BASED ON INSTALLATION AVAILABILITY	
TABLES RECTANGULAR 6 FT.		HORSE SHOES			
TABLES FOLDABLE 6 FT.		CORN HOLE			
TABLES RECTANGULAR 8 FT.		LADDER BALL			
CHAIRS		GIANT JENGA			
		TUG-O-WAR ROPE			

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