

EQUIPMENT REQUEST FORM FOR RECREATIONAL AND SOCIAL COMMAND FUNCTIONS

Complete and return form to Community Recreation Division or email it to: daniel.j.morehattisanchez.ln@us.navy.mil

CONTACT INFORMATION

COMMAND:	COMMAND SIZE:
COMMAND POC:	POC RANK:
POC EMAIL:	POC CELL:
SECONDARY POC (MANDATORY):	
POC RANK:	POC EMAIL:
POC CELL:	

RECREATIONAL AND SOCIAL COMMAND FUNCTION INFORMATION

REQUEST DATE:	FUNCTION DATE:
EVENT LOCATION:	EXPECTED ATTENDANCE:
DESIRED PICK-UP DATE:	RETURN DATE:

EQUIPMENT REQUEST INFORMATION

Please mark equipment requested. Quantities issued at no cost are pre-determined based on event size.

CANOPIES (Easy Ups)	GRILLS	COOLERS
10' X 10'	BBQ Propane	100 Qt. Ice Chest
Other Canopies	BBQ Charcoal	50 Qt. Ice Chest
TABLES AND CHAIRS	GAMES & EQUIPMENT	CONDITION OF EQUIPMENT (NOTE ANY DEFICIENCIES):
Tables Rectangular 6'	Horse Shoes	
Tables Rectangular 8'	Corn Hole or Bag Toss	
Other Table	Ladder Ball	
Chairs	Bocce Ball	
	Tug-o-war rope	
	Sound System	

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. _____ Initial

User agrees with the condition of the equipment being issued as noted above. _____ Initial

Name of issuing agent for MWR

Signature of issuing agent for MWR

Date

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

- Equipment is subject to availability on a first come, first served basis.
- Equipment may not be used for fundraisers, private parties, or involve the collection of funds, raising of funds, or donation of funds for this event or future events.
- Commands must arrange transportation to pick-up and return equipment to/from MWR at the designated times.
- Command are financially responsible for cleaning, repair or replacement of damaged equipment caused while in Commands possession, deemed beyond normal wear and tear.
- Additional equipment and gear may be rented at standard fees using standard payment processes.
- Requesting Command and MWR Community Recreation approval is required.
- Equipment reservations can be made up to 30 days in advance of the event. Reservations made less than that cannot be guaranteed. All equipment is first-come, first-served and subject to availability.
- Due to the supply and demand of outdoor equipment rentals, Commands may only rent no cost equipment 4 times a year. Installations can establish separate guidelines for amount of time equipment may be rented at no cost to the Commands.

Name of Command Representative (E7 Above)

Signature of Command Representative (E7 Above)

Date