



Equipment Request Form for Command Functions

MWR Community Recreation equipment is provided at NO COST to commands for command picnics and functions (homecomings, retirement ceremonies and change of command events are EXCLUDED). **Please review the following terms:**

- Equipment is subject to availability on a first come, first serve basis.
- Equipment may not be used for private parties, or involve the collection of funds, fundraising, or donation of funds for this or future events.
- This request is only for equipment, it does not cover any fees associated with facility rentals.
- Commands must arrange for transportation and a working party to pick up equipment from Community Recreation and return it to Community Recreation when the event is complete.
- Charcoal and propane are NOT included.
- Command Function SOP is available upon request.
- Requesting Command and MWR Community Recreation approval is *required* to reserve equipment.
- Reservations can be made up to ninety (90) days in advance but should be made no less than fourteen (14) days prior to function.

The following chart is the maximum no cost items per command size for recreational Command Functions:

| | 1-75 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 |

CONTACT INFORMATION

| | | | |
|------------------------|-------------|---------------|--|
| Command: | | Command Size: | |
| Command POC: | Work Phone: | Cell: | |
| Second POC (Required): | Work Phone: | Cell: | |

FUNCTION INFORMATION

| | | | | |
|--------------------------------|----------------|-----------------------|--------------|------------------|
| Request Date: | Function Date: | Desired Pick-up Date: | Return Date: | |
| Location: | | | | |
| Type of Function (Circle One): | Other | Party | Picnic | Recreation Event |
| If other, please explain: | | | | |

COMMAND APPROVAL

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 CO/XO

Date

EQUIPMENT REQUESTED

| Item | # Requested | Received | Item | # Requested | Received |
|---------------------------------|-------------|----------|--|-------------|----------|
| Pop Up Tent (10x10) | | | Wooden Cornhole | | |
| Tables 6' | | | Spikeball | | |
| Chairs | | | Tug o' War Rope | | |
| BBQ (Propane/or Charcoal) Grill | | | Wiffle Ball Set (bases, bats, balls) | | |
| 100 Qt. Cooler | | | 3 Ball Set (football/soccer ball/volleyball) | | |

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 cleaning fee.

MWR Representative

Signature

Date