EQUIPMENT REQUEST FORM for RECREATIONAL COMMAND FUNCTIONS



COMMAND INFORMATION:

COMMAND			
Primary POC Name	Phone #	Cell ‡	!
Primary Email			•
Secondary POC Name	Phone #	Cell ‡	!
Secondary Email			<u>.</u>

FUNCTION INFORMATION:

Request Date		Function Date		Expected Attenda	nce
Location/Bldg # on base	where equipme	ent will be used			
Type of Function	Party	Picnic	☐ Fun Day	Fundraiser	Other
If "other," please explain	in detail				
Requested Pick-up Date			Requested Dro	p-Off Date	

AUTHORIZED EQUIPMENT AND QUANTITIES: The following equipment is available in limited quantities for Recreational Command events. All equipment beyond the scope of this list will incur a fee.

Number of People	Tables	Chairs	Grills	10' X 10' Canopies	Coolers	Lawn Games/Sport Packs
0-75	8	75	1	1	2	2
76-150	20	150	2	2	4	2
151+*	40	200	2	4	6	4

^{*}Larger events will be handled on a case by case basis.

EQUIPMENT REQUEST INFORMATION:

Equipment	Daily Rate (If Required, up to 24 hrs)	Weekly Rate (If Required, up to 5 days)	Amount Requested	Amount Approved	Extended Cost
8' X 30" Alum Table	\$5.00	\$15.00			
Folding Picnic Table	\$10.00	\$30.00			
Folding Chair	\$1.00	\$3.00			
10' X 10' Tent	\$25.00	\$75.00			
120 Quart Cooler	\$8.00	\$24.00			
55 Gal Trash Can	\$5.00	\$15.00			
4' X 8' X 1' Riser	\$10.00	\$30.00			
Generator	Varies	Varies			
25' Extension Cord	\$2.00	\$6.00			
Orange Traffic Cone	\$2.00	\$6.00			
20' Inflatable Archway	\$20.00	\$60.00			
Inflatable Fast Pitch	\$50.00	\$150.00			
Inflatable Football Toss	\$50.00	\$150.00			
Large Bounce House	\$125.00	\$375.00			
Small Bounce House	\$100.00	\$300.00			
Inflatable Jousting	\$200.00	\$600.00			
Dunk Tank	\$100.00	\$300.00			
Duel Striker	\$50.00	\$150.00			
Horseshoes	\$5.00	\$15.00			
Cornhole	\$5.00	\$15.00			
Tug of War Rope	\$5.00	\$15.00			
Softball Kit	\$30.00	\$60.00			
Flag Football Kit	\$10.00	\$30.00			
Yard Game Box	\$25.00	\$75.00			
Other:					
TOTAL DUI	:				

APPROVAL PROCESS:

- 1) Command Event Definition: Must promote command QOL and benefit the entire command element. Does not include all hands calls, meetings, or trainings
- 2) Submit this form electronically via email to NASPgear@gmail.com.
- 3) An MWR Representative will notify the Command POC of related charges, equipment availability, and will schedule pickup/drop off times, as needed. Payment is due at the time of pick-up, in advance of any use.

COMMUNITY RECREATION EQUIPMENT POLICIES:

- 1) MWR equipment is for use ONLY on board NAS Pensacola, Corry Station, Naval Hospital Pensacola, or Blue Angel Park.
- 2) Equipment is available on a first come, first served basis. MWR Special Events will take priority. Equipment is not reserved until the reservation request has been approved by the MWR Representative.
- 3) In order to support requests, reservations can be made no less than seven (7) days in advance.
- 4) Limited MWR Community Recreation equipment is provided AT NO COST to commands for recreational command functions, such as command picnics and parties (Homecomings, retirement ceremonies, and change of commands are EXCLUDED per CNIC SOP N92-2-001).
- 5) Equipment may not be used for fundraisers, private parties, or involve in the collection of funds, raising of funds, or donation of funds for this event or a future event.
- 6) Requests beyond the scope of the authorized free equipment will incur the prescribed fee(s).
- 7) Commands must provide transportation and labor to pick up and return equipment from the CR Equipment Warehouse.
- 8) Commands are responsible for repair or replacement charges associated with the damage and/or loss from negligent use. Additionally, equipment that is returned dirty or unclean shall be subject to a minimum of a \$50 cleaning fee.
- 9) Inflatable games, dunk tank, striker, and large grills are towable items that require a 2" receiver ball. Towing vehicles must be rated to haul at least 1,500 pounds and must be considered to be in safe towing condition by an MWR staff member.
- 10) Please follow all instruction sheets provided with equipment to ensure proper use and safety.
- 11) Inflatable games may NOT be used on any hard surface such as concrete, asphalt, or rocks. Also, DO NOT set up inflatables games in high wind situations.
- 12) Equipment will be scheduled for pick up or drop off Monday through Friday. If equipment is kept after business hours, Commands shall be responsible for safely securing the equipment until the next business day and may incur additional fee(s).

sknowledge that this event is an approved command function and I have read and understand the above Approval Drocess and Equipment

Signature of Command Representative (E7 or Above)	Printed Name	Date of Request
ADDITIONAL INFORMATION:		
 oakgrovepark@gmail.com to set up a reserv Base Transportation (Motor-pool), building 3 Commands needing support for Official Comthe NAS Pensacola Command Administrative 	R will be addressed on a case by case basis and	ropane used. Deposit is required. ne dispatcher at 850-452-4563. s or Retirement Ceremonies, should contac
Signature of Community Rec Representative TO BE FILLED OUT BY EQUIPMENT COORDINATO	Printed Name OR:	Date of Approval
Signature of Community Rec Representative TO BE FILLED OUT BY EQUIPMENT COORDINATO Scheduled Pick Up Date and Time		Date of Approval
TO BE FILLED OUT BY EQUIPMENT COORDINATO	OR: Scheduled Drop Off Date and Time	Date of Approval
TO BE FILLED OUT BY EQUIPMENT COORDINATO Scheduled Pick Up Date and Time RETURN:	OR: Scheduled Drop Off Date and Time	Date of Approval Date of Return
TO BE FILLED OUT BY EQUIPMENT COORDINATO Scheduled Pick Up Date and Time RETURN: All equipment was returned in good condition, except as not	Scheduled Drop Off Date and Time ed below:	
TO BE FILLED OUT BY EQUIPMENT COORDINATO Scheduled Pick Up Date and Time RETURN: All equipment was returned in good condition, except as not Community Rec Rep Sign and Print	Scheduled Drop Off Date and Time ed below:	