COMMAND INFORMATION:

| COMMAND |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Primary POC Name |  |  |  |  |  |
| Primary Email |  |  |  |  |  |
| Secondary POC Name |  | Phone \# |  | Cell \# |  |
| Secondary Email |  |  |  |  |  |

FUNCTION INFORMATION:


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 <br> People | Tables | Chairs | Grills | $\mathbf{1 0 \prime} \times \mathbf{1 0 \prime}$ <br> Canopies | Coolers | Lawn <br> Games/Sport <br> 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 <br> (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 |  |  |  |
| $10^{\prime} \times 10^{\prime}$ Tent | \$25.00 | \$75.00 |  |  |  |
| 120 Quart Cooler | \$8.00 | \$24.00 |  |  |  |
| 55 Gal Trash Can | \$5.00 | \$15.00 |  |  |  |
| $4^{\prime} \times 88^{\prime} \times 1^{\prime}$ 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 DUE: |  |  |  |  |  |

## 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).

## I acknowledge that this event is an approved command function and I have read and understand the above Approval Process and Equipment Policies:

## ADDITIONAL INFORMATION:

1) Large propane grills are available for use rent through Oak Grove Park, building 4137. Please call 850-607-5032 or email oakgrovepark@gmail.com to set up a reservation. A minimal fee will also be charged for propane used. Deposit is required.
2) Base Transportation (Motor-pool), building 1771, may be a good vehicle source. Contact the dispatcher at 850-452-4563.
3) Commands needing support for Official Command Functions, such as Change of Commands or Retirement Ceremonies, should contact the NAS Pensacola Command Administrative Officer at 850-452-4404.
4) Requests for additional resources from MWR will be addressed on a case by case basis and must be approved by the MWR Director.

## APPROVAL:

The above request is approved as noted on the reverse of this sheet.

TO BE FILLED OUT BY EQUIPMENT COORDINATOR:

## Scheduled Pick Up Date and Time

Scheduled Drop Off Date and Time

## RETURN:

All equipment was returned in good condition, except as noted below:

Community Rec Rep Sign and Print

## COMMENTS:

