

EQUIPMENT REQUEST FORM for RECREATIONAL COMMAND FUNCTIONS



COMMAND INFORMATION:

COMMAND				
Primary POC Name		Phone #		Cell #
Primary Email				
Secondary POC Name		Phone #		Cell #
Secondary Email				

FUNCTION INFORMATION:

Request Date		Function Date		Expected Attendance	
Location/Bldg # on base where equipment will be used					
Type of Function	<input type="checkbox"/> Party	<input type="checkbox"/> Picnic	<input type="checkbox"/> Fun Day	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Other
If "other," please explain in detail...					
Requested Pick-up Date			Requested Drop-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			
Towable Grill	\$25.00	\$75.00			
Propane	Market Rate	N/A			
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			
Inflatable Axe Throwing	\$75.00	\$225.00			
Inflatable Soccer Darts	\$75.00	\$225.00			
Inflatable Dodge Ball Arena	\$100.00	\$300.00			
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@us.navy.mil.
- 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) MWR Special Events will take priority. Equipment is not reserved until the reservation request has been approved by the MWR Representative.
- 3) 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.
- 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 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. MWR Equipment must be towed by government vehicles ONLY. Limited delivery options may be available for a fee.
- 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 inflatable games in high wind situations.
- 12) 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:

Signature of Command Representative (E7 or Above)

Printed Name

Date of Request

ADDITIONAL INFORMATION:

- 1) When a grill is rented, a minimal fee will be charged for propane use. Additionally, a \$50.00 cleaning fee will be incurred if returned dirty.
- 2) 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.
- 3) 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.

Signature of Community Rec Representative

Printed Name

Date of Approval

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

Command Rep Sign and Print

Date of Return

COMMENTS:
