

**EQUIPMENT REQUEST FORM for RECREATIONAL COMMAND FUNCTIONS**



**Please be aware:**

- 1) Equipment is not reserved until the reservation is approved by an MWR Representative.
- 2) Equipment is subject to availability on a first come, first served basis. However, MWR Special Events take priority.
- 3) The following 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).
- 4) In order to support requests, reservations can be made no less than seven (7) days in advance.
- 5) A letter on command letterhead, signed by someone with by direction authority MUST accompany this request.

**COMMAND INFORMATION:**

<b>COMMAND</b>			
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...		

**EQUIPMENT REQUEST INFORMATION:**

Equipment	Amt Requested	Amt Approved	Amt Received	MWR Initial	Com Initial	Amt Returned	MWR Initial	Com Initial
8' X 30" Alum Table								
Folding Picnic Table								
5' Round Table								
Folding Chair								
10' X 10' Tent								
Concrete Tent Weight								
120 Quart Cooler								
55 Gal Trash Can								
4' X 8' X 1' Riser								
Generator								
25' Extension Cord								
Orange Traffic Cone								
20' Inflatable Archway								
Inflatable Fast Pitch								
Inflatable Football Toss								
Large Bounce House								
Small Bounce House								
Inflatable Jousting								
Dunk Tank								
Duel Striker								
Horseshoes								
Cornhole								
Tug of War Rope								
Softball Kit								
Flag Football Kit								
Other:								

**APPROVAL PROCESS:**

- 1) Submit this form electronically via email to [NASPGear@gmail.com](mailto:NASPGear@gmail.com).
- 2) An MWR Representative will verify availability of equipment. If all requested items are not available, the MWR Representative will notify the Command POC.
- 3) Once the request is approved, a confirmation email with an attached approval will be sent from the MWR Representative to the Command POC
- 4) The Equipment Coordinator will then reach out to the Command POC to schedule the pick up/drop off times as needed.

**COMMUNITY RECREATION EQUIPMENT POLICIES:**

- 1) The requested 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) 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 event. Only eligible commands, those who have Unit Allocation Funds associated with NAS Pensacola, may use this equipment FREE of charge.
- 4) Commands must provide transportation and labor to pick up and return equipment from the MWR Community Recreation Building 3446.
- 5) Commands are responsible for repair or replacement charges for damages and/or losses resulting from negligent use. Additionally, equipment that is returned dirty or unclean is subject to a minimum \$50 cleaning fee.
- 6) 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 1500 pounds and must be considered to be in safe towing condition by an MWR staff member.
- 7) Please follow all instruction sheets provided with equipment to ensure proper use and storage.
- 8) 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.
- 9) Equipment will be scheduled for pick up or drop off Monday through Friday, 0800 to 1400. If equipment is kept after business hours, commands are responsible for safely securing it until the next business day.

**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) Large propane grills are available for use through Oak Grove Park, building 4137. Please call 850-452-2535 or email [oakgrovepark@mchsi.com](mailto:oakgrovepark@mchsi.com) to set up a reservation. A minimal fee will be charged for propane usage. Deposit required.
- 2) Base Transportation (Motor-pool), building 1771, may be a good vehicle source. Contact the dispatcher, Nancy Mathews at 850-452-4563.
- 3) Ice is available for sale at Sherman Cove Marina, 850-452-2212, or Bayou Grande Marina, 850-452-4152.
- 4) An Excavation Permit will be required at least 2 weeks in advance if using stakes to secure any equipment. Please obtain information and forms through Irby Engineering, building 458, by contacting Heather Daniels at 850-452-5525 ext 3320 or [heather.daniel@irbyengineering.com](mailto:heather.daniel@irbyengineering.com).
- 5) 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. 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:**