

## ***Logistics***

Updates to the Event Rental Process.

Our rental equipment system is getting a renovation. New prices, process, inventory and more.

### **FAQs:**

- **What does the logistics team do?** Within our Special Events office, we have our logistics team. These hard working individuals provide rentals for your event needs. Events such as command picnics, birthday parties, ceremonies and more.
- **What is this all about?** Currently you can rent equipment at various MWR facilities around main base. We plan to streamline the process to make it simpler for our community to understand and rent items for their event needs. Items include things such as, but not limited to, air toys (bounce houses), tables, chairs, podiums, ice chests, red carpets, tents and PA systems.
- **What can we expect to change?** We can guarantee a simple, streamlined process. We plan to provide one direct resource for your rental equipment needs. Forms, updated inventory, regulations and a single line of communication to our logistics team.
- **Is there a new logistics office?** You are welcome to visit our updated Special Events office. This is where our logistics team is located. Same building (BLDG 1559), new process.
- **Who does this effect?** Commands, NFEs, Home Based Businesses and our military community.
- **How can we prepare for these changes?** Ask questions. Attend events. Visit our Red Brick, 1<sup>st</sup> Tuesday, Info Booths to learn more.
- **Where can we go to see these changes?** Changes will be provided on our logistics tab, on our MWR Yokosuka Website.
- **How do I make an equipment rental request?**
  - **Step 1:** Download the form attached on this page (“2024 SE Rental Contract Request Form”)
  - **Step 2:** Complete the form by adjusting the quantity for each item you are requesting.
  - **Step 3:** Return the form via email to our distribution email: [MWR\\_Yokosuka\\_Special\\_Events@us.navy.mil](mailto:MWR_Yokosuka_Special_Events@us.navy.mil). If you have

questions, feel free to come in to complete and provide your request in person to our office.

- **Step 4:** Wait for a confirmation email (or follow up) from our logistics team. Responses are provided within 2-3 business days.
  - **Step 5:** Complete the Rules & Regulations form that is provided to you once your request is confirmed.
  - **Step 6:** Make payment at one of the locations provided. (ONLINE OPTION COMING SOON!)
  - **Step 7:** Sit back and wait for your event day.
- **Can I make payments for equipment in cash?** We accept major credit cards and government purchase cards. If you need to pay by check, please let us know so we can provide specific instructions.
  - **Do you have FREE rentals?** We do have items that are complimentary for commands, for certain type of events. Please contact our office for more information.
  - **Can I keep the items or “BUY” them to keep?** Unfortunately, No. These items are government property, meant to be used for rentals only. However, MWR does have events that provide opportunities to BUY items. Check out our community recreation center for more information and upcoming “Yard Sale” Events.
  - **Do you deliver off base?** No. Base facilities only (ie. Yokosuka & Ikego). However, if you are located on a military base in Japan and require rental assistance, please contact our office for more information.