EQUIPMENT REQUEST FORM FOR RECREATIONAL COMMAND FUNCTIONS

Complete and return form to MWR Special Events office or email it to: MWR_Yokosuka_Special_Events@us.navy.mil

CONTRACT INFORMATION

COMMAND POC:		**POC RANK:**
COMMAND:	**POC CELL:**	**COMMAND SIZE:**
POC EMAIL:		
SECONDARY POC (MANDATORY):		
POC RANK:	**POC CELL:**	
POC EMAIL:		

*Only POCs listed above are authorized to make changes to the contract.

RECREATIONAL COMMAND FUNCTION INFORMATION

REQUEST DATE:	**FUNCTION DATE:**
EVENT LOCATION:	**EXPECTED ATTENDANCE:**
DESIRED PICK-UP DATE:	**RETURN DATE:**

*If using MWR facility, please submit facility confirmation along with this form.

EQUIPMENT REQUEST INFORMATION

Please mark equipment requested. Quantities issued at no cost are predetermined based on event size.

GROUP a.		GROUP b.		GROUP c.	
0-75 People		76-150 People		151+ People	
1	Tables: 8	1	Tables: 20	1	Tables: 40
2	Chairs: 75	2	Chairs: 150	2	Chairs: 200
3	Charcoal Grills: 1	3	Charcoal Grills: 2	3	Charcoal Grills: 2
4	10X10 Tent: 1	4	10X10 Tent: 2	4	10X10 Tent: 4
5	Ice Chest 128QT: 2	5	Ice Chest 128QT: 4	5	Ice Chest 128QT: 6
6	Sound System: 1	6	Sound System: 1	6	Sound System: 1
7	Lawn Games: 2	7	Lawn Games: 2	7	Lawn Games: 4

*Charcoal not included.

Users will be responsible for repair or replacement charges for damages and losses resulting from negligent use. _____ Initial

User agrees with the condition of the equipment being issued as noted above. _____ Initial

_____ _____ _____

Name of issuing agent for MWR | Signature of issuing agent for MWR | Date

I acknowledge that this event is an approved recreational command function and accept the equipment with the conditions below:

- Equipment is subject to availability on a first-come, first-served basis.
- 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 events.
- Commands must arrange transportation to pick up and return equipment to/from MWR at the designated times.
- Commands are financially responsible for cleaning, repairing or replacement of damaged equipment caused while in Commands possession, deemed beyond normal wear and tear.
- Additional equipment and gear may be rented at standard fees using standard payment processes.
- Requesting Command and MWR Community Recreation approval is required.
- Equipment reservations can be made up to 30 days in advance of the event but no later than 10 days before the event. (Ref: SOP NOV 23)
- Due to the supply and demand of outdoor equipment rentals, Commands may only rent no cost equipment 4 times a year. Installations can establish separate guidelines for amount of time equipment may be rented at no cost to the Commands.

_____ _____ _____

Name of Command Rep (E7 & Above) | Signature of Command Rep (E7 & Above) | Date