

EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL STATION EVERETT

The following MWR Community Recreation equipment is provided AT NO COST to commands for **Official Command Functions**.

- This equipment is for use **ONLY** on board military installations.

- 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 for transportation and working party to pick up equipment from the MWR location and to return it to the MWR location when the event is complete.

- Charcoal and propane is **NOT** included.

Requesting Command and MWR Community Recreation approval is required. The PRIVACY ACT STATEMENT is on reverse side of this form

***In order to support requests, reservations can be made up to thirty (30) days but should be made no less than ten (10) days in advance.

1 - CONTACT INFORMATION

COMMAND:	Command Size:
Command POC:	POC Phone: CELL:

SECONDARY POC (Required):	PHONE:	CELL:
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2 - FUNCTION INFORMATION

Request Date:	Function Date:	Desired Pick-up Date:	Return Date:
Location on the base where the equipment will be used:			

TYPE OF FUNCTION (Check one)			
<input type="checkbox"/> Party	<input type="checkbox"/> Picnic	<input type="checkbox"/> Command Recreational Event	<input type="checkbox"/> Other Command function
(if other, explain the details)			

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

Command Representative (E7 or Above)

Signature of Command Representative

Date

3 - EQUIPMENT REQUEST INFORMATION

	Yellow Box = Number Requested			Green Box = Number Received			
Table round 50 in.				Portable Badminton			
Table Rectangular 6 ft.				Giant Connect Four			
Table Rectangular 8 ft.				Corn Hole			YOU MUST SANITIZE ALL
Chairs				Giant Jenga			EQUIPMENT PRIOR TO ITS
Canopy 10 X 10				Ladder Golf			RETURN.
8ft Covered Grill (Propane)				Washer Toss			
Towable Propane Grill (1 7/8" ball and 4-prong flat electrical hookup)							
Ice Chest 100+ Qt.							
Five Gal. Water Cooler							

Users are responsible for repair or replacement charges for damages and losses resulting from negligent use. Handle equipment with care. Equipment returned dirty or unclean is subject to a cleaning fee.

4 - The condition of the equipment being issued is as noted above and on the reverse of this form:

Name of issuing agent for MWR

Signature of issuing agent for MWR

Date

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

