

EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL BASE KITSAP

- The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Quality of Life Recreation 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 change of command/ceremonial functions, 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 return it to the designated MWR when the event is complete.
 - Lawn Games are based on Installation availability.
 - 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.

MWR COMMUNITY RECREATION EQUIPMENT PROVIDED AT NO COST FOR RECREATIONAL COMMAND FUNCTIONS

	0-75 People	76-150 People	151+ People
Tables	8	20	25
Towable Pig Roaster	1	1	1
Towable Grills	1	2	2
Canopies	1	2	4
Coolers/Ice chests	2	4	6
Lawn Games	2	3	3

Complete and return form to Adam Wiland, Deployed Forces Support Manager: adam.r.wiland@navy.mil

CONTACT INFORMATION

COMMAND:		Command Size:	
Command POC:	POC Phone:	CELL:	EMAIL:
SECONDARY POC (Required):	PHONE:	CELL:	EMAIL:

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)			
Party	Picnic	Fitness Event	Sporting Event
(if other, explain the details)			

3 - EQUIPMENT REQUEST INFORMATION

Item / Description / Size	White box = Number Requested				Item / Description / Size	White box = Number Requested								
	Yellow Box = Number Received					Yellow Box = Number Received								
	Green Box = Number Returned					Green Box = Number Returned								
Table 8'					Horse Shoes					Tug of War Ropes				
Canopy 10' X 10'					Corn Hole or Bag Toss					Spike Ball				
Ice Chest 100+ qt.					Ladder Ball					Life Sized Checkers/Chess				
Five Gal. Water Cooler					Giant Jenga					Bocce Ball				
Pig Roaster (Trailer, 2" ball, 4-prong flat electrical hookup)					Sound System w/ microphone					Fire Extinguisher				
BBQ Propane Grill (Trailer, 2" ball, 4-prong flat electrical hookup)					Giant Connect Four									
BBQ Charcoal Grill (Trailer, 2" ball, 4-prong flat electrical hookup)														

Users are responsible for propane, repair or replacement charges for damages and/or 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 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

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

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5013, Secretary of the Navy; 5 U.S.C. § 301, Departmental Regulations; and Executive Order 9397 (SSN).

PRINCIPAL PURPOSE: DON General Morale, Welfare, and Recreation Records (System of Records Notice NM01700-1) (February 12, 2008, 73 FR 8035). To administer programs devoted to the mental health and physical well-being of DON personnel and other authorized users; to document the approval and conduct of specific contests, shows, entertainment programs, sports activities/competitions and other MWR-type activities and events sponsored or sanctioned by the DON; to provide a means of paying, recording, accounting, reporting and controlling expenditures and merchandise inventories associated with MWR programs, activities; to enable fitness/sports facility personnel to determine the appropriate level of activity participation; to provide on-base emergency personnel with medical information regarding an emergency.

ROUTINE USES: MWR personnel will use this information to determine an individual's eligibility to use MWR products, services and facilities (hereinafter "services") and track the provision of MWR services, as well as patron agreement to the terms and condition for continued use, to include payment for services. In addition, disclosures generally permitted under 5 U.S.C. 552a(b) and specifically (b)(3) (for media or public affairs release, to financial institutions to process payments and to provide health and personal information in the event the patron requires medical treatment while using a MWR service) may be made. Information may also be made available for routine use to other governmental agencies for law enforcement and administrative purposes.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in MWR's refusal to provide the requested product, service or facility use.

BEFORE RETURNING EQUIPMENT

Tables

- Clean, disinfect, and remove any tape

Grills

- Ashes removed
- Cooking grates cleaned using grill brushes provided

Canopies

- Do not put away wet; must be dry before putting into bag

Life Size Chess and Checkers

- Do not use in rain
- Do not put away when wet; must be dry before putting into bag

4 - CONDITION of EQUIPMENT ISSUED	
<i>List Equipment Not In Good Condition, Equipment With Defects, Missing Parts, or Other Problems</i>	<i>List Specific Problem Areas</i>
EQUIPMENT CHECK IN DISCREPANCIES	

EQUIPMENT CHECK IN

Name of MWR receiving agent Signature Date

Name of Person Returning Equipment Signature Date
