

## EQUIPMENT REQUEST FORM for COMMAND FUNCTIONS – NAVAL BASE KITSAP

The following MWR Community Recreation equipment is provided AT NO COST to commands for Command Functions. These functions include command picnics (Homecomings, retirement ceremonies, and change of command events are EXCLUDED.).

- 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 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	40
Inflatables	1	1	2
Grills	1	2	2
Canopies	1	2	4
Coolers	2	4	6
Lawn Games	2	3	3

Complete and return form to Community Recreation Division or email it to: [nbk.deployed.support@navylifepnw.com](mailto:nbk.deployed.support@navylifepnw.com) or fax to 360-476-9047.

#### 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)			

#### 3 - EQUIPMENT REQUEST INFORMATION

Quantities available at no cost are shown next to each item.	Yellow Box = Number Requested & Received	Green Box = Number Returned
20 - Table 10 ft.		3 - Horse Shoes
5 - Canopy 10' x 20' (blue top)		3 - Corn Hole or Bag Toss
15 - Canopy 10' X 10' (blue top)		3 - Ladder Ball
10 - Chest 100+ Qt.		3 - Giant Jenga
5 - Five Gal. Water Cooler		2 - Giant Pick-up Sticks
1 - Pig Roaster (Trailer, 2" ball, 4-prong flat electrical hookup)		2 - Connect Four
2 - BBQ Propane Grill (Trailer, 1 1/2" ball, 4-prong flat electrical hookup)		3 - Bocce Ball
2 - BBQ Charcoal Grill (Trailer, 2" ball, 4-prong flat electrical hookup)		2 - Tug of War Ropes
		2 - Pirate Ship Bounce/Slide (525 lbs.)
		1 - Fast Pitch (no radar gun)
		1 - Jump & Slide Combo (525 lbs.)
		2 - Jousting (475 lb.)
		2 - Bounce & Box (525 lbs.)
		1 - Sports Challenge (250 lbs.)
		1 - Obstacle Course "Killer Whale" (650 lbs.)
		1 - Obstacle Course (650 lbs.)
		1 - Dolphin Bounce/Slide (300 lbs.)
		2 - Elephant & Fun House Bouncers (250 lbs.)

**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
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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
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**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.

**INFLATABLE CHECKOUT INSTRUCTIONS**

Hold Harmless Agreement must be completed prior to check out.  
 Cannot be used in rain or wind. If it starts raining they must be taken down immediately.  
 Set up on grass or concrete only; DO NOT set up on gravel (use tarp provided) – stake down as directed, using straps and stakes.  
 All Inflatables need electricity to inflate with blowers, check availability of power prior to making reservation.

**BEFORE RETURNING EQUIPMENT**

**Tables**

- Clean, wipe down, and remove tape

**Inflatables**

- Swept out and cleared of debris
- Rolled and folded neatly back into the bag provided
- Do NOT put away wet!

**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

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

**EQUIPMENT CHECK IN**

Name of MWR receiving agent	Signature	Date
Name of Person Returning Equipment	Signature	Date